

# ATHENS-CLARKE COUNTY LIBRARY BOARD 2016 ATTENDANCE RECORD

	January	April	July	October
Diane Adams	<b>X</b>			
Svea Bogue	<b>ABSENT</b>			
Erin Boydstun	<b>X</b>			
Sean Boyle	<b>X</b>			
Theresa Cullen	<b>X</b>			
Julie Darnell	<b>X</b>			
Linda Dodson	<b>X</b> Late, out @4:45p			
Wally Eberhard	<b>X</b>			
Dennis Hopper	<b>X</b>			
Linda Jones	<b>ABSENT</b>			
Craig Pascoe	<b>ABSENT</b>			
Bill Prokasy	<b>X</b>			
Ian Thomas	<b>X</b>			
Shannon Thompson	<b>X</b>			
John Timmons	<b>X</b>			
David "Chip" Woods	<b>X</b>			

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11/14/16

K&M Company  
11/14/16

**ATHENS-CLARKE COUNTY LIBRARY BOARD  
2015 ATTENDANCE RECORD**

	January	April	July	October
Diane Adams	<b>X</b>	<b>X</b>	ABSENT	<b>X</b>
Erin Boydstun	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Sean Boyle	<b>X</b>	ABSENT	<b>X</b>	ABSENT
Theresa Cullen	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Julie Darnell	<b>X</b>	<b>X</b>	ABSENT	<b>X</b>
Linda Dodson	<b>X</b>	<b>X</b>	ABSENT	<b>X</b>
Wally Eberhard	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
John Gaither	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Janet Geddis	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Dennis Hopper	ABSENT	<b>X</b>	<b>X</b>	<b>X</b>
Linda Jones	ABSENT	<b>X</b>	<b>X</b>	<b>X</b>
Craig Pascoe	<b>X</b>	<b>X</b>	<b>X</b>	ABSENT
Bill Prokasy	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Shannon Thompson	<b>X</b>	<b>X</b>	ABSENT	<b>X</b>
John Timmons	<b>X</b>	<b>X</b>	ABSENT	<b>X</b>
David "Chip" Woods	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

12/23/15

**ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES MEETING**

**DRAFT AGENDA**

**Thursday, January 12, 2016**

- I. Call to Order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of Minutes, October 12, 2015 Quarterly Meeting
- V. Approval of the January 12, 2016 Meeting Agenda
- VI. Approval of Financial Report, FY16Q2 – prepared by Mamie Simonds, Business Manager
- VII. Committee Reports
  - Book Action Committee – Sean Boyle
  - Endowment Report
  - Finance Committee
  - Friends of the Library Report – Sean Boyle
  - Winterville – Linda Jones
- VIII. Director's Report (including any Staff Presentations)
  - Results AUP Audit from GPLS
  - Hot Dog Day
- IX. Communications
  - Thank you note from YMCA
  - Thank you note from GPLS
- X. New Business
  - ACC Library Budget Request
- XI. Board Action
  - Approval of partnership with UGA Agriculture & Natural Resources
- XII. Old Business
- XIII. Adjournment

**Next Meeting April 12, 2016 at 4 pm, Athens-Clarke County Library Board Room**

**ATHENS-CLARKE COUNTY LIBRARY BOARD**  
**DRAFT Minutes, October 13, 2015 Meeting**  
Athens-Clarke County Library Board Room

Chairman Wally Eberhard called the meeting to order at 4:05 p.m. Trustees present were: Chairman Wally Eberhard, Diane Adams, Erin Boydstun, Theresa Cullen, Julie Darnell, Linda Dodson, John Gaither, Janet Geddis, Dennis Hopper, Linda Jones, Bill Prokasy, Shannon Thompson, John Timmons, and Chip Woods. Sean Boyle and Craig Pascoe were absent. Staff members present were: Valerie Bell; Donna Brumby, Lorena Gay-Griffin, Mamie Simonds, Rhiannon Eades, Evan Bush, and Trudi Green (who recorded the Minutes).

Prior to the meeting being called to order, board members were shown some of the items purchased with a \$10,000 STEAM (Science, Technology, Engineering, Art, Math) grant through GPLS.

The new Agenda format was reviewed. It was suggested by Mr. Eberhard that Public Comment remain at the beginning of the meeting Agenda, and also that the Policy Committee be added to the Policy Reports section. There were no other changes to the Agenda, and it was then adopted unanimously (Moved by Mr. Woods and Seconded by Mr. Gaither). The Minutes of the July 14, 2015 meeting were reviewed. Ms. Dodson noted one correction on the seconding of a motion regarding the closing of the Winterville Library for the Marigold Festival. Ms. Dodson was not at the July board meeting; Ms. Boydstun seconded that motion. The Minutes were unanimously approved with the one correction (Moved by Mr. Prokasy and Seconded by Ms. Darnell).

### **Financial Report**

Mamie Simonds presented the 1stQ-FY16 financial report. She explained that the library is 25% through the fiscal year; we have received 23.86% of income and have expended 22.94% of our budget. She noted that the ACCL Meeting Room revenue line item is doing very well and has already received 42% of the \$2,500 budgeted amount. Ms. Dodson asked about the water/sewer/garbage line item in expenditures, which had exceeded the budgeted amount in FY 2015. Ms. Simonds explained that the library worked with the SPLOST office to get some of the money spent last year reimbursed. In addition, the library was placed on a different tier rate by the water office, and this has helped the billing issue.

### **Committee Reports**

Endowment Committee – The endowment committee has not met. No report  
Finance Committee – no report

Friends of the Library – Ms. Bell gave the FOL report in Sean Boyle's absence. The August Friends of the ACC Library Book Sale generated more than \$20,000. There were more than 12,000 books sold, and volunteers worked some 960 hours. The Friends hosted a reception and book signing for author Douglas Blackmon in September. The Friends are hosting an author event with Mary Kay Andrews on October 18, 2015.

Policy Committee – John Timmons reported the policy committee met with concerned parents after the Chick-Fil-A Cow was present at a Storytime event. The parents were concerned about their children being exposed to corporate marketing. The Policy Committee recommended that no changes were needed in the library's policy.

Winterville Library – Linda Jones reported that the Winterville Library Board received no applicants for the board member terms that expire in December 2015. The board will be reaching out to recruit potential board members. Two more terms expire in July 2016. The Winterville board tabled the election of officers until its next meeting. Ms. Jones reported that Summer Reading was a success, and told the board about events scheduled at the Winterville Library in October and December. Ms. Dodson asked if Winterville Library Board members had to be a resident of Winterville; Ms. Jones explained that they do not need to live within the Winterville city limits but must have a Winterville address.

### **Director's Report**

Director Valerie Bell presented the director's report in a new format. She said the reports would be a knowledge management tool to be used throughout the year.

- Staff Development Day is November 11, 2015 (Veteran's Day). All board members are invited to attend. The keynote speaker will talk about smart ways to handle and diffuse issues with upset patrons, among other topics. (All library branches will be closed to the public that day.)
- The Re-Imagine Your Library campaign is going well. There were four billboards promoting September as National Library Card Sign-up Month in September. In August, there were radio spots promoting library cards as the most important back-to-school tool.
- Library card sign-ups increased 25% in August 2015 over August 2014. September 2015 card registrations were up 20% over September 2014. Ms. Bell credited some of the September increase to school nights at the library, a partnership between Clarke County elementary schools and the library, spearheaded by Children's Librarian Evan Bush.
- The library received a \$10,000 STEAM grant from GPLS to purchase items.
- Heritage Room Librarian Angela Stanley was accepted to participate in PINNACLE, a GPLS-sponsored year-long leadership program.
- The Bob and Clare Clements reception was a success. This was planned by Ms. Stanley. There were about 200 people at the program and reception. The art exhibit will remain on view through November 30, 2015.

Fee Schedule for Printing - Ms. Bell presented a table that show printing prices for the library, for local business, and the proposed new price for the library. She explained that a new printer in the Digital Media Center prints photo-quality pages at a cost of \$1 per page for color. However, local businesses charge from \$3.96-\$23 for

similar printing. The proposed change would be to charge \$4 per page for the photo-quality printing in the DMC. Mr. Hopper questioned if that price was enough to pay for the toner. Linda Dodson commented that \$4 sounded low. Ms. Bell explained that Greg Deal, the system administrator, said that since some patrons would print on small paper, the flat rate would even out.

A price of 15 cents per filament gram was proposed for the 3D printer. Mr. Thompson mentioned that his school has a 3D printer, and that the print jobs frequently end in an error. He questioned if the patron would have to pay for that. Ms. Bell said this was being addressed in library procedures, and that a staff member would be on hand during the 3D print jobs to ascertain why the print job failed.

Diane Adams moved to accept the recommendation of \$4.00 per page for the color printer in the Digital Media Center and 15 cents per filament gram for the 3D printer; John Timmons seconded. The vote was unanimous in favor of the new prices:

- Photo-quality printing in Digital Media Center: \$4.00 per print
- Black and white ledger-sized (11" X 17") printing: \$1.00 per page
- Color ledger-sized (11" X 17") printing: \$2.00 per page
- 3-D printing: \$0.15 per filament gram

Pinewoods Branch - Ms. Bell reminded the board of the \$15,000 grant the library received from Better World Books to purchase a new triple-wide trailer for Pinewoods. However, the library needs another \$15,000 to move and set-up the trailer. Two additional grants were applied for but not awarded. Others are in the works. If no grant money is secured by June 2016, the library would either need to find the funds locally or return the money to BWB. No action is required at this point.

Lorena Gay-Griffin said she has meet with the Planning and Zoning board about Pinewoods, and that the zoning board members were planning a walk-through of the new lot soon. Site work is being done for free by someone at the University of Georgia. Following up on a point mentioned at a previous meeting, Ms. Gay-Griffin reported that there is no active lease for the Pinewoods trailer. Former Director Kathryn Ames signed the lease when the library opened 10 years ago.

#### **Action Items:**

##### **Waste Receptacles**

Director Bell requested approval for the library's current cleaning company, Wright & Wright, to be hired to empty waste receptacles in the restrooms for an additional \$1,000 a year. Motion made by Linda Dodson, seconded by Julie Darnell. Unanimous

### Partnerships

Director Bell requested that four local agencies and the Clarke County School District be formally approved as partners so that the groups could book all their meetings for the year in the library's meeting rooms, since the meeting room policy allows for only three bookings at one time. The suggested groups are community-based organizations. The school district will need training space for approximately one year while the district offices are relocated.

Board members questioned how the groups were chosen and if the library would be losing money by allowing the groups to meet at no cost. It was explained that the groups typically would not pay for space if they weren't serving food, and the request was so that they could set their meeting times in advance.

- Family Connection – motion made by Dr. Prokasy, seconded by Ms. Boydston. Voting in favor: Mr. Woods, Mr. Hopper, Ms. Adams, Ms. Boydston, Ms. Geddis, Mr. Gaither, Mr. Timmons, Ms. Darnell, Ms. Jones, Mr. Thompson, Ms. Cullen, Dr. Prokasy, Mr. Eberhard; opposed: Ms. Dodson; motion passed
- The Family Literacy Partnership (FLiP) of Athens – motion made by Ms. Boydston, seconded by Ms. Jones; Voting in favor: Mr. Woods, Mr. Hopper, Ms. Adams, Ms. Boydston, Ms. Geddis, Mr. Gaither, Mr. Timmons, Ms. Darnell, Ms. Jones, Mr. Thompson, Ms. Cullen, Dr. Prokasy, Mr. Eberhard; opposed: Ms. Dodson; motion passed
- Athens-Clarke Literacy Council – motion to approve as partner made by Chip Woods, seconded by Ms. Boydston; Voting in favor: Mr. Woods, Mr. Hopper, Ms. Adams, Ms. Boydston, Ms. Geddis, Mr. Gaither, Mr. Timmons, Ms. Darnell, Ms. Jones, Mr. Thompson, Ms. Cullen, Dr. Prokasy, Mr. Eberhard; opposed: Ms. Dodson; motion passed
- The Food Bank of Northeast Georgia – motion to approve as partner made by Ms. Boydston, seconded by Ms. Darnell; vote was unanimous
- The Food Bank of Northeast Georgia – motion to allow the library to be a collection site for the upcoming food drive made by Ms. Boydston, seconded by John Gaither. Unanimous
- Clarke County School District – motion to provide free meeting space for the next two years as needed made by Ms. Adams, seconded by Mr. Timmons. Unanimous

### Communications

Staff member Tammy Gerson wrote a letter thanking the board for recent raises. Ms. Bell will email a copy of the letter to board members.

### **New Business**

Board Member Applications – Mr. Eberhard stated that Athens-Clarke County had received five applications for three vacant board positions. Those applications are currently be considered by the Athens-Clarke County Board of Commissioners, who will make the appointments. Committee appointments will be addressed at the January 2016 meeting when the new board members have been appointed.

Schedule of 2016 ACCL Board Meeting Dates – a schedule of board meeting dates for 2016 was distributed. Dr. Prokasy moved the dates be approved, seconded by Mr. Woods. Vote was unanimous. It will follow the usual schedule, the second Tuesday of each Quarter of the year at 4 pm, also published on the website.

### **Old Business**

Ms. Dodson asked for an update on the library's Strategic Plan. Director Bell said the update will be send to the board. A report on the status of the Strategic Plan will be presented at the regular ACCL Board Meeting in January 2016.

Ms. Adams asked for an update on the Re-Imagine campaign, specifically regarding cards or magnets that were to be given to board members help promote the library. Ms. Bell said she would check on that. She also told board members about the upcoming library promotional video that will be played before all movies on all screens at two local movie theaters in November and December.

### **Announcements:**

None.

The meeting was adjourned at 5:30 pm (moved by Mr. Hopper, seconded by Ms. Boydston), unanimous.

**Next Meeting is January 12, 2016, at 4:00 pm in the Athens-Clarke County Library Board Room.**

## Athens-Clarke County Library

FY2016

July 1, 2015 through December 31, 2015

**Revenue:**

	<u>Amount</u>	<u>Received</u>	<u>Balance</u>	<u>Received</u>
Athens-Clarke County Commission	1,789,419.00	894,709.50	894,709.50	50.00%
City of Winterville	18,000.00	9,000.00	9,000.00	50.00%
ACCL Fines and Fees	70,000.00	31,451.21	38,548.79	44.93%
ACCL Copy Money	30,000.00	12,798.21	17,201.79	42.66%
ACCL Meeting Room	2,500.00	1,950.00	550.00	78.00%
Winterville Fines and Fees	1,500.00	912.54	587.46	60.84%
Winterville Copy	300.00	162.21	137.79	54.07%
Transfer from passport reserves	66,842.00	7,819.02	59,022.98	11.70%
Interest	6,000.00	802.21	5,197.79	13.37%
Totals	<u>1,984,561.00</u>	<u>959,604.90</u>	<u>43,676.85</u>	48.35%

**Expenditures:**

	<u>Amount</u>	<u>Received</u>	<u>Balance</u>	<u>Received</u>
Outreach	44,000.00	22,000.00	22,000.00	50.00%
Salaries, Benefits and Professional Fees	1,554,777.50	\$759,151.65	795,625.85	48.83%
Workers Compensation	6,500.00	-	6,500.00	0.00%
Equipment Repair and Maint.	5,000.00	5,190.68	(190.68)	103.81%
Telephone	16,800.00	\$7,142.24	9,657.76	42.51%
Postage	5,000.00	-	5,000.00	0.00%
Travel	4,000.00	\$645.90	3,354.10	16.15%
Advertising	5,000.00	10.00	4,990.00	0.20%
Insurance	5,000.00	-	5,000.00	0.00%
Supplies	25,000.00	\$13,753.39	11,246.61	55.01%
Materials	15,000.00	17.38	14,982.62	0.12%
Printing and Publicity	3,700.00	\$2,380.45	1,319.55	64.34%
Equipment Purchase	5,000.00	-	5,000.00	0.00%
Pinewoods Building Lease	15,000.00	2,750.00	12,250.00	18.33%
Dues/Registration	1,000.00	335.00	665.00	33.50%
Cleaning Service	80,000.00	40,000.00	40,000.00	50.00%
Electricity	158,575.00	\$94,582.93	63,992.07	59.65%
Gas Heat	15,810.00	\$2,549.63	13,260.37	16.13%
Water, Sewer, Garbage	16,500.00	\$9,095.65	7,404.35	55.13%
Storm Water Drainage	2,898.50	-	2,898.50	0.00%
Totals	<u>1,984,561.00</u>	<u>959,604.90</u>	<u>1,024,956.10</u>	48.35%

Revenues over (under) Expenditures

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	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Received</u>
<b>State Grants:</b>				
Personnel	694,456.31	347,228.16	347,228.16	50.00%
GLASS	<u>124,620.00</u>	<u>62,310.00</u>	<u>62,310.00</u>	50.00%
	<u>819,076.31</u>	<u>409,538.16</u>	409,538.16	

SPLOST MATERIALS	<u>180,000.00</u>	<u>90,336.84</u>	<u>89,663.16</u>	50.19%
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**Fund Equity ("Reserve")**

Fund Equity ("Reserve") at 07/01/15	459,153.67
Vacation Liability	(\$116,420.72)
One Months Operating Expense	<u>(165,380.08)</u>
	<u>181,332.13</u>

## Other Entrepreneurial Activities

### Passport Revenue and Expense Statement FY2016

#### Revenues

07/01/15-12/31/2015	12,162.99
<b>Total Revenues</b>	<u>12,162.99</u>

#### Expenditures

Supplies	1,389.44
Click and Ship Postage	89.17
<b>Total Expenditures</b>	<u>1,478.61</u>

<b>Net Profit Current Year</b>	<u>10,684.38</u>
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Current Balance in Passport Account	478,012.21
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### Library Store Revenue and Expense Statement FY2016

#### Revenues

07/01/15-12/31/2015	1,228.39
<b>Total Revenues</b>	<u>1,228.39</u>

#### Expenditures

Supplies	
Equipment	
Dues and Registrations	
Travel	
Sales Tax	85.99
Library Store Cost of Goods	2,012.21
<b>Total Expenditures</b>	<u>2,098.20</u>

<b>Net Profit Current Year</b>	<u>(869.81)</u>
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<b>Balance in Library Store Account</b>	155,930.67
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# **Athens Regional Library Outside Grants FY15/16**

Grantor	Grant Description	Amount
ACCL Endowment	Reimagine Your library	30,000.00
ALA/NEH 500 Years of Latino History with UGA	Grant for Hispanic materials	750.00
ALA/NEH 500 Years of Latino History with UGA	Hispanic Heritage Festival (October)	500.00
Athfest Music grant	New children's music grant	1,200.00
Better World Books	ACCL Gift Materials	5,700.88
Better World Books	Pinewoods LEAP grant	15,000.00
Bogart City Materials Grant	Bogart Materials	10,000.00
E-Rate	ARLS Educational Discount on all telephones grant	11,518.00
Friends of the Athens-Clarke County Library	ACCL Wish List	23,000.00
Friends of the Athens-Clarke County Library	Reimagine Your library	12,000.00
Friends of the Lavonia Library	Lavonia Materials	3,832.12
Friends of the Madison County Library	Madison County Wishlist	1,215.00
Friends of the Royston Library	Royston Materials	2,079.00
Friends Staff Development Day	funds for Staff Development Day	800.00
Georgia Council for the Arts Vibrant communities grants	Madison, Oconee and Oglethorpe grants for art prograr	7,000.00
LSTA PRIME TIME year 2	Hispanic Program	11,250.00
Oconee County Friends of the Library	Watkinsville Materials	26,433.47
Oglethorpe County Friends of the Library	Oglethorpe County Materials	3,681.21
People and Stories	Pinewoods discussion groups on Hispanic issues	National Program staff training in NJ and Materials
State Major and Renovation Grant	Royston, Oglethorpe and ACCL	63,828.00
State STEAM Grant	STEAM Materials	9,516.00
State Technology Broadband Initiative	Broadband for ARLS	65,000.00
TOTAL		<b>304,303.68</b>

**DIRECTOR'S REPORT**  
to the  
**ATHENS-CLARKE COUNTY LIBRARY BOARD OF TRUSTEES**  
Prepared & Submitted by Valerie Bell  
Tuesday, January 12, 2016

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**News from the State (GPLS)**

*Valerie Bell, Library Director*

- **Hot Dog Day** will be held on Wednesday, January 27, 2016 at the State Capitol. Hot Dog Day gives library staff members, Trustees, Friends and other supporters from across the state the opportunity to meet with their elected officials in the General Assembly to voice their support for public libraries. This year, we are advocating for the expansion of the Bogart branch and also for a reinstatement of funding from the state for materials. The event starts at 11:30 am. It would be nice to have a delegation of Friends and Board members attend. If you are interested in attending, please let me know.
- ACCL received a very nice thank you card from **Wendy Cornelisen, Assistant State Librarian for Library Innovation and Collaboration** for our role in the GPLS sponsored **"Every Child Ready to Read"** Workshop held in October 2015.

**Administrative Report & Updates**

*Valerie Bell, Library Director*

- The annual AUP (Agreed-Upon Procedures) **Audit** was performed by Michael J. Foxman, Interim chief Audit Officer for the Board of Regents from Monday, December 14 thru Wednesday, December 16, 2015. The AUP was conducted using the agreed-upon procedures standards normally associated with standards established by the American Institute of Certified Public Accountants. Mr. Foxman reviewed 18 procedures. While most of the findings were reported as *"We did not note any exceptions as a result of our procedures"*, there were five procedures with findings and recommendations. The findings were related to *"weaknesses in the system of internal control due to inadequate separation of duties"*. In brief, we don't have enough checks and balances built into the system. In the 2016 budget and staffing reallocation, we did plan for an additional part-time assistant in the Business Office. We have posted the position and received numerous applications. Mamie and I will be interviewing and expect to have a person hired by the end of the month. Since the AUP Report is intended for ARLS, I would like to share the complete findings with the Regional Board on January 21, 2016.
- The **2015 Staff Development Day** was very successful. The staff enjoyed the variety of classes and having a day with coworkers from other branches. There was nearly 100% staff attendance. Guest Speaker Rita Oakes offered the Keynote address entitled *"Blackbelt Librarian"* (from the book with the same title). This addressed the topic of library security, and included a section on Active Shooter training. There were 11 breakout sessions including training on Genealogy, Instagram/Social Media, Library Aware (our Public Relations software program), the PINES catalog, MANGO (a database which teaches foreign languages), and various new technology equipment for the staff to use and learn more about. One portion of the day that was very successful was having the staff *"Reimagine Your Library"* as the ARLS library of the future. Many new services were discussed and the Resource Team will be evaluating the potential of those newly-imagined programs & services.
- Last quarter, we were asked who the responsible signature for the lease of the **Pinewoods** rented **mobile facility** is. Lorena Gay-Griffin made inquiries and received a response from Bill Berryman, ACC Attorney. In his response he stated that he believes that the Regional Board is the legal entity that has authority to sign contracts (in this case, the **lease**).

## Development & Grants

Valerie Bell, Library Director

- The Teen Services Department applied and received a **Great Stories Club grant** from the American Library Association. This grant provides reading material for at-risk teens. The library will be partnering with Ombudsman to host the meetings and two UGA professors and a community activist will be participating in the discussions, as well. The first book distribution and meeting will be held February 4<sup>th</sup>, and the final meeting will be held May 12<sup>th</sup>, with meetings every two weeks. The books to be distributed and discussed are *The Hunger Games* by Suzanne Collins, *Feed* by M. T. Anderson and *March Book One* by John Lewis. Partners in the grant include the Clarke County School District, the University of Georgia and Lemuel LaRoche.
- In January, Pinewoods Branch Manager Aida Quinones will begin her **People and Stories "Reading Deep in the Community" program**, which is grant-funded through the National Endowment for the Humanities.

## Partnerships

Valerie Bell, Library Director

- An official Partnership has been requested & recommended for **UGA Extension for Agriculture & Natural Resources**. This group already meets at the Library at no charge as a County agency. This would be a true partnership. In their letter of request, they stated that as a partner, they would put the ACC Library logo and partnership information on all their promotional materials. They would also announce the partnership during the intro for each workshop and thank the library for its support.

## Public Services (ACCL)

Trudi Green, Assistant Director

### Circulation

Toby Mayfield, Circulation Manager

- The Athens-Clarke County Library recently acquired **additional lighting in the New Books-Browsing area**. The additional lighting makes it much easier for patrons to browse and highlights our newest materials.
- During November's Circulation staff monthly meeting, the discussion was focused on personal customer service experiences; things to avoid and things to strive towards. At their January meeting, **Circulation Manager Toby Mayfield will lead** the launch of a **"new" approach to customer service** that incorporates meeting an even higher standard of service.
- In November the **new kids PINES cards** arrived. The cards feature the art of Georgia illustrator Michael P. White. One design has a fun bird and the other showcases a goat. Members of the Circulation staff have signed up many kids with the new cards. The goat design seems to be the most popular.

### Heritage Room

Angela Stanley, Heritage Room Librarian

- Completed the **"Saving Stuff"** series with Natalie Wright, Digital Media Librarian. We had maximum attendance at all programs and received excellent feedback from patrons. We hope to offer the series again next Fall.
- The annual **"Night Owl Prowl"** was another success, with 26 in attendance. This event is co-sponsored through our partnership with the Clarke-Oconee Genealogical Society.
- The Heritage Room currently has **three Interns** working on our local history endeavors:
  - A Digitization Intern (unpaid), who is largely responsible for scanning microfilm of the Flagpole Magazine and uploading scanned images of Athens-area high school yearbooks to the Internet Archive.
  - An Archival Processing Intern (paid, 17 hours/week), who is responsible for arranging, describing, and creating metadata records for our 19th and 20th century archival collections.
  - An Intern who has been with us for some time, and has converted and uploaded 84 individual interviews with Athens-area WWII veterans, conducted as part of a 1994 project called *Rendezvous with Destiny*. This Intern will be creating promotional and curriculum materials for use by public school teachers, and will continue to help inventory, assess and convert other recorded oral histories in our collection.

### *Information Services*

*Trudi Green, Assistant Director*

- **Passport Services moved to the second floor** in October, a very positive change for both staff and patrons.
- Passport agents completed their **annual refresher and re-certification course**. All three new Reference staff members have either attended new passport agent training in Atlanta or are scheduled to do so this month.
- Eighteen ARLS staff members were able to attend one day of the **Georgia COMO conference**, and some presented. They learned a lot and came back with some great ideas.
- Adult Services/Heritage Room, Teen Services and the Youth (Children's) Services departments collaborated to host **Star Wars Day** in December. Over 100 residents of all ages attended to create Star Wars-themed bookmarks and Shrinky Dinks, complete a Jedi training course, and answer Star Wars trivia, to name just a few of the activities held on that day. The event was organized in large part by Librarian Joan Dunlap and Digital Media Librarian Natalie Wright. Staff from all library departments helped make the day a success.
- The ACC Library will be one of several sites in the ARLS-area to offer **free tax assistance from AARP**. Last year was the first year ACCL offered tax assistance at the library. It was very much welcomed by our patrons, and we look forward to having them back for the 2015 tax season.
- In February, ACCL will be one of several locations in Athens to **exhibit artwork from the "Do Good Fund" Southern Photography Initiative**.

### *Teen Services*

*Priscilla Lewis, Teen Services Coordinator*

- The Teen Services Department introduced a new & ongoing monthly **basic Acting Workshop program** lead by new Teen Dept. staff member Mr. Jayln Fleming. He has close to 30 teens participating, and the teens love it.
- The department also partnered with **"Kendo at UGA"** to demonstrate kendo (a Japanese form of fencing) to the teens at the library. The teens had a great time and were able to practice some basic martial art moves.
- We partnered with UGA's **"Improv Athens"** to give improvisation comedy workshop for the teens. A majority of the teens were not familiar with improv and asked the members to return.
- **The Music Club** continues, thanks to a dedicated volunteer and former staff member. The Music Club allows teens to play their favorite songs for the group and then the group discusses why they like or do not like the music. It helps the teens with their critical thinking skills, and they enjoy the interaction.

### *Volunteers/Library Store*

*Eddie Whitlock, Volunteers & L.S. Manager*

- We are partnering with the **Advantage Behavioral Health System and the community group "Fine Finish"**, made up of adults who are challenged developmentally. Members of this group now volunteer at the library on Wednesday mornings. They clean the tables and chairs in the multipurpose rooms as well as the seats in the Auditorium. They are gaining experience in a real work environment.
- The Library Store has several **new local artists and craft makers who are consigning their work**. The vendors keep 70 percent of the sales. The library keeps 30 percent.

### *Youth Services*

*Evan Bush, Youth Services Coordinator*

- In October the annual **"One Spooky Night"** program was building-wide event, with 252 patrons in attendance, and shared seasonal stories at Barrow Elementary for their Storybook Parade assembly.
- This November we partnered with Jenn Graff from UGA for staff development day to train staff in **how to get involved in the Georgia Children's Book Awards**.
- December was quite busy with our first **holiday craft fair and the traditional winter puppet show** with 372 in attendance.
- Upcoming highlights for January and February include a new **Spanish Storytime** on the second Friday of every month, an **Ezra Jack Keats collage class**, and programs on **Norse mythology, Chinese New Year** and **Mo Willems' birthday party**. In January, we also begin our **Pre-k Outreach Storytime** program for all ACC Pre-K classrooms.

## Information Technology

Greg Deal, IT Manager

- ACC Library recently **upgraded to a ZoneDirector wireless controller** and new access points with greater range and functionality.
- ACC Library **Multipurpose Rooms and the Appleton Auditorium are being re-cabled** to improve signal capacity for projection and sound system and to implement correct cable specifications for the Crestron audiovisual system. In addition, the library plans to provide laptops at the podiums in order to have standardized and reliable equipment for programming.
- Digital Media Center will offer the **MakerBot 3-D Printer for public use** starting in January.
- **Public Technology training classes** included the following: A special InDesign class for a homeschool group, a special class covering Photoshop and Illustrator for four employees of the Public Utilities Department, and two new class topics were introduced: "Windows 10" & "Advanced Google".

## Athens-Clarke County Branches

Lorena Gay-Griffin, Assistant Director Regional Services

- **Winterville** –Branch Manager Austin Jenkins conducted a massive-scale **scanning project, assuring the catalog correctly reflects the books on the shelf**. In the process, he weeded extensively, making a marked improvement in the appearance of the shelves. Since an increase in his hours, Austin has also been conducting computer classes there that have been previously offered by Athens-Clarke County Library staff.
- **East Athens and Lay Park Community Centers** – Both Community Centers received **new computers in their computer labs**. These were purchased by Athens-Clarke County but offer the opportunity for the library to conduct computer classes on-site.
- **Pinewoods Branch** – The branch celebrated **Hispanic Heritage Month** with programs and a festival that drew over 350 people. A grant from the American Library Association and the National Endowment for the Humanities, "500 Years of Latino History," provided funding for the festival, in addition to other projects and programs in the county. The branch filled its 10-hour **Branch Clerk-Custodian** position which had previously been vacant. This fall, Pinewoods ran a computer programming club using volunteers from the University of Georgia. Also, Dr. Silvia Nogueron-Liu conducted a 12-week **early literacy project for 1<sup>st</sup>-3<sup>rd</sup> graders and their parents**. Thirteen families participated. On December 21, Santa visited the branch, providing gifts to 120 children.

## Staff News

Valerie Bell, Library Director

- **Angela Stanley**, Head of Archives & Special Collections, **presented at the Society of Georgia Archivists annual conference** in a panel titled, "Identifying and Keeping Volunteers" in October. This session discussed how archivists at three different types of institutions have worked with members of the public to provide mutually beneficial experiences for both the volunteer and the repository. Topics included the identification of projects for volunteers with a wide variety of backgrounds and experiences and maintaining interest and dedication over time. Librarian **Beth Whitlock** also attended the conference.
- **Angela Stanley** attended a weeklong retreat at Amicalola Falls and a two-day seminar in Savannah as part of her participation in **PINNACLE (Public Library Institute for New and Creative Leadership Education)**.
- **Priscilla Lewis** attended training in Chicago in November for the **Great Stories Club grant**.
- **Staff held a holiday cookie swap/fund-raiser** for the local non-profit Project Safe. Several staff members brought in homemade cookies to share with their colleagues, and many more donated money or a toy for Toys for Tots. This staff event was organized by Librarian **Tammy Gerson**.

## Authorizations & Approvals

- Approvals of the Book Action Committee
- Approve UGA Extension for Agriculture & Natural Resources as an official Partner of the ACC Library.
- Budget approvals or change recommendations.

THE UNIFIED GOVERNMENT OF  
ATHENS-CLARKE COUNTY

FY17 Operating Budget Preparation Instructions & Forms

**Independent Agencies**

(July 1, 2016 - June 30, 2017)



FY17 Independent Agency Budget Requests are Due:  
**Friday, January 8, 2016**

**Please remit requests electronically in Word document format to:**

[corinne.jordan@athensclarkecounty.com](mailto:corinne.jordan@athensclarkecounty.com)

cc: [tim.taylor@athensclarkecounty.com](mailto:tim.taylor@athensclarkecounty.com), [lisa.thurmond@athensclarkecounty.com](mailto:lisa.thurmond@athensclarkecounty.com)

**For more information contact:**

Finance Department  
Management & Budget  
375 Satula Avenue  
Athens GA 30601  
706-613-3040 x2002

# **INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORMS**

## **FORM 1**

### **SUMMARY OF REQUEST**

#### **I. ATHENS-CLARKE COUNTY FUNDING:**

**FY15 ACTUAL** - Identify the actual amount of funding received from Athens-Clarke County for the period July 1, 2014 through June 30, 2015.

**FY16 BUDGET** - Identify the budgeted amount of funding that was approved by the Athens-Clarke County Commission for the period July 1, 2015 through June 30, 2016.

**FY17 AGENCY REQUEST** - Identify the amount of funding that is requested by the agency for the period July 1, 2016 through June 30, 2017 (FY17).

**FY17 MAYOR RECOMMENDED AND COMMISSION APPROVED** - These lines will be completed after Mayor Recommendation and Commission Approved amounts are determined.

**FY18 AGENCY REQUEST** - Identify the amount of funding that is requested by the agency for the period of July 1, 2017 through June 30, 2018.

Please remember: In each case, identify only the money received, budgeted or requested from the Athens-Clarke County General Fund, Hotel/Motel tax fund, or Crime Victims Assistance (5%) funds. Do not include funding received from the Community Development Block Grant program or other Athens-Clarke County administered grant funds or programs.

#### **II. FY17 MISSION & GOALS:**

Mission statements declare the agency's long-range intent, i.e., its purpose. Goals of an agency may be embedded in a broad mission statement or may be enumerated separately. Because they typically are ambitious and framed in long range terms, goals often are imprecise and even a bit vague—but that is entirely acceptable in goal statements.

##### **Poorly Written Goals:**

- to continue to serve our customers  
(Not challenging)
- to acquire the latest equipment  
(Unclear purpose)
- to train our employees  
(As a means to what end?)

##### **Well Written Goals:**

- to minimize loss of life and property
- to enhance recreational opportunities for  
community residents
- to provide public services that are  
responsive to citizen needs and desires

Take a close look at your goal statements. Could you easily ask, to achieve what? If so, consider what your answer to that question would be. That is probably the goal.

#### **III. FY17 SERVICES & PROGRAMS:**

In this section, each agency should briefly explain (in bullet statements) the programs and services provided to the community as well as the level of these services/ programs, i.e., what percent of your ACC funding will be allocated to each of these services/programs delivery. The statement may indicate the segment(s) of the population or area(s) of the community the agency intends to serve. This section will provide budget reviewers and the public with a working knowledge of what services/programs the agency will provide in FY17.

#### **IV. FY17 PERFORMANCE MEASURES:**

This section of an agency's request should reflect quantitative results of services/programs based on the agency's mission/goals. Information on performance measures is requested in a table format for last fiscal year, the current fiscal year, FY17 and FY18.

## **INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORMS (Continued)**

Workload Measures report on the number of services performed and the inputs or outputs of a given activity. Examples: patients treated, miles repaved, meals served.

Efficiency Measures report the unit price of outputs and/or the relative productivity of resources applied. Examples: cost per patient treated, cost per miles repaved, meals served per \$1,000 contributed.

Effectiveness Measures report on the quality of services or activities from the customer/service recipient's point of view. Examples: percentage of community receiving the service as compared to the percentage of the community eligible/needing the service, response time of service if relevant, quantitative customer satisfaction data.

Use a combination of workload, efficiency, and effectiveness measures that will convey your agency's ability to successfully provide services to the ACC community.

### **FORM 2**

#### **BUDGET REQUEST**

##### **I. ATHENS-CLARKE COUNTY FUNDING:**

Part I breaks down the money received, budgeted, and requested **ONLY from Athens-Clarke County** into the five (5) expenditure categories listed below. For each category of expenditure, identify the amount of Athens-Clarke County funding which was actually spent in FY15, budgeted to be spent in FY16, and requested in FY17 and FY18.

**PERSONAL SERVICES** - Expenditures for compensation including direct expenditures for all fringe benefits. For example: salaries, insurance, Social Security, etc.

**OPERATING EXPENSES** - Annual operating expenditures for services and related expenses required for employees to perform assigned or legally required functions. For example: utilities expense, office supplies, vehicle expenses, etc.

**INDIRECT EXPENSES** - The costs incurred by the agency for goods and services provided by an Athens-Clarke County Government department or division. Examples include: Facilities Management, Landscape Management, postage, printing, and Fleet Management.

**CAPITAL EXPENSES** - Payment for the acquisition of assets with individual costs greater than \$20,000 and an estimated useful life of more than three years. For example: facility renovation or addition, purchase of a vehicle or other equipment meeting these criteria.

**DEBT SERVICE** - Payments for principal and interest on long term and/or short term debt. For example: equipment loans on building debt service.

**ACC FUNDING AS A PERCENT OF THE TOTAL AGENCY BUDGET** - Identify for each year the percentage of the Agency's total Budget that is funded from Athens-Clarke County.

##### **II. TOTAL AGENCY EXPENDITURES:**

Break down the **TOTAL Agency Expenditures** into the five expenditure categories. For each, please identify the actual amount spent in FY15; the amount budgeted for expenditures in FY16 and the "PROJECTED" expenditures for FY17 and FY18.

##### **III. TOTAL AGENCY REVENUES:**

List all revenue sources for the agency indicating the amount received, budgeted and projected for each fiscal year.

**Total Agency Expenditures** - List total agency expenditures from Part II, above.

## **INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORMS (Continued)**

**Revenues less Expenditures** - Subtract total expenditures from total revenues.

**Beginning FY15 Balance and End of FY15 Balance** - Please provide the Agency's beginning balance and ending balance for FY15.

### **FORM 3**

#### **NOTES AND COMMENTS:**

If a category on **Form 2** needs explanation, place a number in the **NOTES** column. Provide a corresponding explanation on **Form 3, Notes and Comments**. Make sure that any "one-time" expenditures and "continuing/annual" expenditures are noted.

### **FORM 4**

#### **IMPACT(S) OF A 2% REDUCTION IN FUNDING:**

The forecast for the ACCUG General Fund in FY17 shows that reductions in Operating Expenditures may be required to balance the budget. As a part of their FY17 Budgets, ACC departments have been requested to submit proposed reductions equal to 2% of their total operating budget.

Independent agencies are requested to include additional information in their FY17 Budget submittal (Request Form 4) that describes the impact on an agency's services if a 2% reduction in the current year (FY16) funding from Athens-Clarke County is implemented in the next year (FY17). This information will aid the budget decision-makers as they review competing requests from departments and independent agencies for current and additional services.

Proposed reductions must adhere to the following criteria:

Realistic; i.e. even though the reduction may not be desirable, it reasonably could be implemented;

Sustainable; i.e. no one year reductions that must be restored next year;

Clearly define impact on the current level of services; include the number of employee positions that would be eliminated if the reductions are accepted.

Please respond to the following issues when identifying FY17 Budget reductions on Request Form 4):

- Describe Reduction Proposed – Briefly describe the reductions proposed. Do not list individual line items, but describe the reductions.
- Service/Program Impacted – Identify the service or program impacted by the reduction proposed.
- Amount of Reduction – Identify the total amount for each reduction proposed, the amount of Athens-Clarke County funding that would be reduced, and the year that the reduction would impact. For example, a reduction may be phased in gradually over 3 years or there may be one-time reductions that occur in the first year.
- Service Delivery Impact – Describe the impact on service delivery for each reduction proposed.

**REQUEST FORM 1****INDEPENDENT AGENCY  
SUMMARY OF REQUEST****AGENCY NAME:** The Athens-Clarke County Library**PART I: ATHENS-CLARKE COUNTY FUNDING**

	FY15 ACTUAL	FY16 BUDGET	AGENCY REQUEST	MAYOR RECOMMEND	COMMISSION APPROVED	AGENCY REQUEST
ATHENS-CLARKE COUNTY FUNDING	\$1,759,419	\$1,789,419	\$1,874,015	\$0	\$0	\$1,967,714

*(Double click inside table to enter data)***What percent of your total program participants are Athens-Clarke County (ACC) residents?**  
90%**What percent of your total programs/services are delivered to ACC residents only?** 100 %**PART II: FY17 MISSION & GOALS***(Expand space as needed)*

Athens-Clarke County is the largest of the five counties that comprise the Athens Regional Library System. The other four counties in the Regional System are Franklin, Madison, Oconee and Oglethorpe. The Athens-Clarke County branches include the headquarters library on Baxter Street, East Athens Resource Center, Lay Park Resource Center, Biblioteca de Pinewoods, and the Winterville Branch.

The Mission of the Athens- Clarke County Library is "to provide information and gateways to resources, which address the issues and needs of the community as well as preserve the history and culture of Athens- Clarke County". We fulfill this mission through various means: Our programs and services (highlighted below), engage the community through outreach and presentations, participation in local events, partnerships and collaboration with other local agencies and community based organizations.

There are five goals attached to the library's current strategic plan:

1. Residents are supported in becoming lifelong learners, with opportunities to use and produce information resources including current and developing technologies.
2. Children, their families, care providers, and teachers receive services to help children enter school ready to learn, and to help families achieve reading success.
3. The community and the library are fully engaged to create opportunities for both individual and community development.
4. Residents use the library to understand, appreciate, and preserve the cultural life of the community
5. The community is served by highly trained and innovative staff who work together to ensure that services are provided efficiently and effectively.

**PART III: FY17 SERVICES & PROGRAMS***(Expand space as needed)*

The Vision Statement of the Athens-Clarke County Library is: "Engaging Community, Exceeding Expectations". This statement is the driving force behind all services and programs the library and its branches will implement in the future. Unlike many tax funded agencies, the Library serves ALL members of the community, from the moment of birth through well into senior living. Every resident is welcomed into the library to take advantage of our services. We have something of interest for everyone...

- **Information & Adult Services/Heritage Room:** Often referred to as “the People’s University” public library reference/adult services departments are the champions of lifelong learning. This ACCL department provides reference services, passport application services, all adult informational, educational, and recreational programs, and one of the best local history collection and services in the State of Georgia. In 2015 information staff answered 51,564 questions.
- **Children’s Services** – This department provides materials, programs, educational and literary events, and curriculum support to ACC’s children, parents and caregivers. Over the last 3 years approximately 81,000 unique patrons used the online Bookflix literacy resource to support children in their age appropriate learning. Over the last year ACCL hosted a family literacy program entitled “Prime Time”. 100% of the parents & caregivers surveyed indicated that this family literacy program was helpful to their families in achieving reading success together. We continue to host the wildly successful program “1000 Books before Kindergarten” which encourages parents & caregivers to read 1000 books to their child before they even begin to attend school. Studies indicate that “reading regularly with young children stimulates optimal patterns of brain development and strengthens parent-child relationships at a critical time in child development, which, in turn, builds language, literacy, and social-emotional skills that last a lifetime.” Excerpt from the American Academy of Pediatrics). Additionally, our Summer Reading Program, puppet shows, Storytimes, and school aged programs, events and activities continue to break attendance records. In the last fiscal year, ACC libraries hosted 1,587 programs for children with a participant attendance of 43,719
- **Teen Services** -- Provides materials, programs, educational and literary events, curriculum support, and social activities for the Athens- Clarke County Teenaged community. Young adults participated in many learning activities in 2015. As an example, during Money Smart Week, area teens created a small business, making and selling duct tape wallets in the library store. Profits were donated to Oxfam. Staff presented at a state-wide conference on the success of this program, which instructed teens in the planning stages and implementation of an entrepreneurial idea. ACC libraries provided 335 teen programs with an attendance of 6,867.
- **Branch/Outreach Services** – This primarily administrative service, works to ensure that all of the residents within the ACCL area receive the very best library service available. Many residents utilize the ACCL branches closest to their home. These four facilities are heavily used under the constraints of limited hours and staffing. Our Pinewoods location is a perfect example of a library facility whose community and community need has outgrown the building. This fall, in addition to regular programming, the library ran a 12-week parent/child early literacy program, a computer club, a Hispanic Heritage festival that drew 350 people, and a “Toys for Tots” visit from Santa with gifts for 120 children. Branch Manager Aida Quinones was awarded Outstanding Character of the Year in the field of Education by Mundo Hispanico, Cox Enterprise’s state-wide Spanish-language newspaper. In January 2016, the branch will begin “Reading Deep in Community,” a national program that uses literature to help Latinos discuss complex issues facing their lives. The program is funded with a grant from the National Endowment for the Humanities. This year, the Pinewoods Branch held 500 programs with attendance of over 14,000. These are huge numbers for a location of only 1,680 square feet. This year, we are requesting \$21,000 in capital budget monies for a larger mobile facility for the Pinewoods community.

**Circulation & Materials Services:** Our circulation continues to increase. The total circulation for 2015 calendar year was 702,204. The Friends of the Athens-Clarke County Library continue to aid the funding of the purchase of materials. In 2015 we added 7,723 items to our various collections for the benefit and use of the Athens populace. Our total collection size is 251,592.

- **Technology Services:** ACCL offers the Athens community the latest in innovative technology equipment. The Digital Media Center (DMC), recently opened in November 2014, continues to interest residents with the capabilities of new technology. From the restoration of old family photographs, to the creation of professional quality videos and very soon the use of 3D printing, technology services have intrigued the local community. Since it’s opening, the DMC has served over 750 residents. Due to personnel constraints the DMC cannot be accessible during all hours the library is open. With additional monies in the personnel line, we hope to rectify this situation. ACCL also offers classes which increase the digital literacy of area residents. There is a monthly selection of technology classes from how to use Excel and other Microsoft Office products, to Facebook, Illustrator, Photoshop for beginners and how to search the internet. ACCL staff take very seriously our societal role to ensure that Athens-Clarke County residents have the opportunities to become lifelong

learners, including current and developing technologies. We are teaching the Athens community the 21<sup>st</sup> century skills essential for a satisfying quality of life.

ACCL also offers free high speed internet access to residents. There are over 150 self-service public internet computers throughout the service area. These public access computers are very well utilized, for job searching & applications, online learning, connecting with business, agencies, family & friends.

- **GLASS:** An acronym which stands for Georgia Libraries for Accessible Statewide Services. This Library service is funded 100% by the Georgia Public Library Service. ACCL is one of four regional outreach centers throughout the State. We are providing assistive devices, resources and information to the Northeast portion of the State. There are 22 counties in our regional service area. The Mission Statement for GLASS is "GLASS supports accessible library services in Georgia by promoting the use of assistive technology and by providing accessible reading materials to those who are unable to read standard print." Close to 2,000 Athenians are eligible for this service.
- **Administrative Services:** In addition to all of the above department heads, our administrative team also includes the Business Office, Personnel, Purchasing, Facilities, Development/Grants office and Public Relations. The funding for administrative services is provided primarily by the State of Georgia for ARLS. 70% of the total salaries for this team is funded through GPLS. The tax payers of Athens Clarke County only fund 30% of the administrative staff salary.

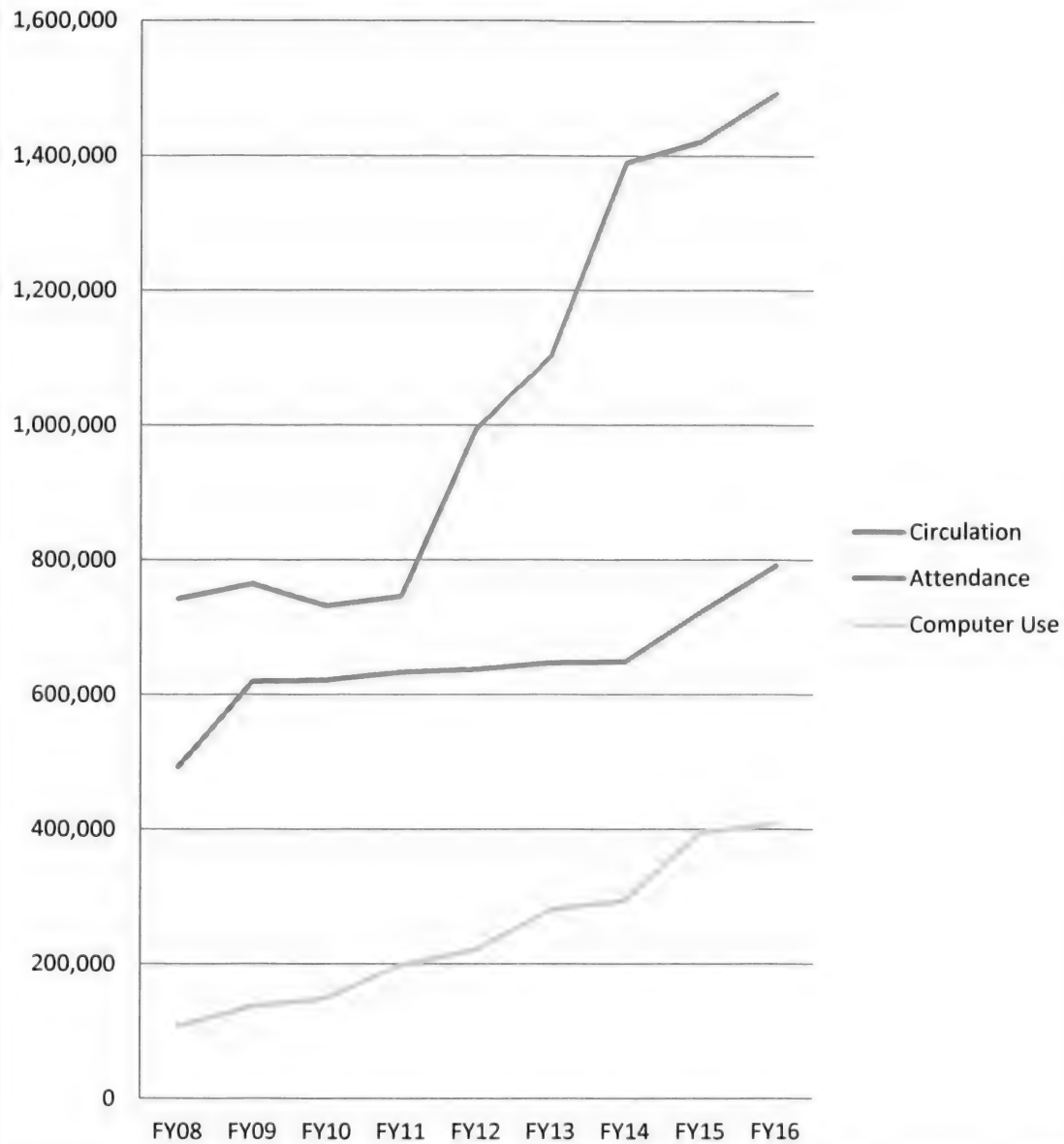
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#### **PART IV: FY17 PERFORMANCE MEASURES**

(Expand space as needed)

<b>Service Population</b>	<b>121,000</b>
<b>Registered Borrowers</b>	<b>41,126</b>
<b>Library Visits</b>	<b>336,467</b>
<b>Annual Circulation</b>	<b>702,204</b>
<b>Programs Offered</b>	<b>2,714</b>
<b>Program Attendance</b>	<b>73,192</b>
<b>Reference Questions</b>	<b>51,564</b>
<b>Public Computer Use</b>	<b>224,552</b>
<b>Collection size</b>	<b>251,592</b>
<b>Total hours open to the public</b>	<b>156 hpw</b>
<b>Total FTE staff</b>	<b>39.3</b>

## FY08 - FY16 Performance Measures



# REQUEST FORM 2

## INDEPENDENT AGENCY BUDGET REQUEST

**AGENCY NAME: The Athens-Clarke County Library**

(Double click inside table to enter data)

### PART I: ATHENS-CLARKE COUNTY FUNDING

	FY15 <u>ACTUAL</u>	FY16 <u>BUDGET</u>	FY17 <u>AGENCY REQUEST</u>	FY17 <u>MAYOR RECOMMEND</u>	FY17 <u>COMMISSION APPROVED</u>	FY18 <u>AGENCY REQUEST</u>	<u>NOTES</u>
PERSONAL SERVICES	\$1,468,377	\$1,554,777	\$1,615,873	\$0	\$0	\$1,696,666	1
OPERATING EXPENSES	\$294,042	\$234,642	\$237,142	\$0	\$0	\$271,048	2
INDIRECT EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$0	
DEBT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL ACC FUNDING	\$1,762,419	\$1,789,419	\$1,853,015	\$0	\$0	\$1,967,714	
ACC FUNDING AS A % OF TOTAL AGENCY BUDGET	46%	47%	47%	0%	0%	47%	

### PART II: TOTAL AGENCY EXPENDITURES

	FY15 <u>ACTUAL</u>	FY16 <u>BUDGET</u>	FY17 <u>PROJECTED</u>	FY18 <u>PROJECTED</u>	<u>NOTES</u>
PERSONAL SERVICES	\$2,984,037	\$3,076,621	\$3,175,569	\$3,334,347	
OPERATING EXPENSES	\$763,393	\$724,828	\$738,380	\$822,162	3
INDIRECT EXPENSES	\$0	\$0	\$0	\$0	
CAPITAL EXPENSES	\$0	\$0	\$0	\$0	
DEBT SERVICES	\$0	\$0	\$0	\$0	
TOTAL AGENCY FUNDING	\$3,747,430	\$3,801,449	\$3,913,949	\$4,156,509	

**PART III: TOTAL AGENCY REVENUES**

STATE SYSTEM AND SERVICES	\$104,475	\$0	\$0	\$0	
TBC/GLASS STATE GRANT	\$125,630	\$76,600	\$76,600	\$78,132	
TRANSFER RESERVE	\$0	\$66,842	\$66,842	\$66,842	
STATE MATERIALS	\$26,664	\$0	\$0	\$0	4
REGIONAL LOCAL GOVT	\$753,505	\$756,505	\$791,001	\$791,001	
FINES FEES COPY OTHER REVS	\$245,122	\$202,708	\$204,945	\$288,191	
E RATE	\$14,912	\$16,919	\$19,191	\$18,000	
CITY OF WINTERVILLE	\$18,000	\$18,000	\$18,900	\$19,000	
TOTAL REVENUE	\$3,752,129	\$3,801,449	\$3,934,949	\$4,156,509	
TOTAL AGENCY					
EXPENDITURES (from above)	\$3,747,430	\$3,801,449	\$3,934,949	\$4,156,509	
REVENUES LESS EXPENDITURES	\$4,699	\$0	\$0	\$0	
BEGINNING FY15 BALANCE	\$297,421				
ENDING FY15 BALANCE	\$302,120	**RESTRICTED AS PER GEORGIA DEPARTMENT OF AUDITS			5

**INDEPENDENT AGENCY  
BUDGET REQUEST**

**AGENCY NAME: The Athens-Clarke County Library**

**NOTES AND COMMENTS**

- We are requesting a 2% salary increase for all staff. In order to provide the community with the best and most knowledgeable, qualified and consistent staff, we will need to raise the base salary that we offer candidates and current employees. Currently, the base entry level position is only reimbursed at \$8.00 per hour.
- There is also a need for a full-time human resource specialist to help us navigate the labor laws, State and Federal benefits, personnel programs and Staff training. This would be a full-time 40 hours per week position at \$30,000 per annum. This position will lead Human Resources practices and objectives that will provide an employee-oriented, high performance culture which emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior workforce.
- The ACCL had to replace a number of high ticket equipment pieces including 5 copy machines (SPLOST) and audio video equipment for the multipurpose rooms (available to the community mostly free of charge). This \$2,000 increase in the equipment repair and maintenance line represents the new maintenance contracts.
- We are requesting a small increase in the insurance line to expand our coverage to include the property of others for ACCL artist exhibits and collection displays. The library has hosted several very successful artists exhibits in 2015. Each time, we have had to request a rider to the insurance policy. We would also like to expand coverage to include Cyber Liability, a \$100,000 limit with an annual premium of \$292.00. This would protect the library and the county from privacy hacking.
- A larger facility is being requested for the Pinewoods Branch Library. Community demand for this project, has been outlined in the Services & Programs portion of this budget request. We would like to replace the current doublewide trailer of 1,680 square feet to a triple wide trailer of 3,024 square feet. The monthly rent for the trailer has already been planned for by the ACCL Board of Trustee's. Expenses outlined below are for one-time moving costs. We have written and received a grant from Better World Books for this project. We would still need \$21,000 for the portion of the move outlined below.

**Moving and Installing new facility**

Decks and Steps	\$1,050
ADA Ramp	\$9,535
Delivery	\$650
Set-Up (Block, Set, Anchor)	\$7,300
Skirting	\$3,540

**Removing old facility**

Unblock and Prepare for shipping	\$2,530
Remove vinyl skirting	\$294
Return to Satellite Shelters	\$550

**TOTAL to Satellite Shelters                      \$25,449**

**Additional costs estimates**

Add Gravel to Parking Area	\$1,500
Hook up Electric	\$1,000
Hook up Water	\$100
Hook up Internet (cabling etc.)	\$1,200
Move donated shelving from EPA	\$1,000
Zoning/Planning Fees	\$200
<b>TOTAL Additional Costs</b>	<b>\$5,000</b>

**Estimated project total                      \$30,449**

Per Mamie notes on budget page.... We can either use these or take the numbers on the notes out..... we can also word them better if you would like...

**Budget Request Form 2 notes:**

1. Includes frozen positions
2. Includes a 2% salary increase for all staff as well as the Human Resources Specialist position of \$30,000 as detailed in bullet point number 2 above.
3. FY 15 Actual operating expenditures here includes one time computer purchases.
4. Loss of ALL state funding for materials in FY16 furthers the need for continued development of resources for materials like SPLOST.
5. Restricted for one month's operating expenditures and vacation liability per Georgia Department of Audit requirements for state library systems.

INDEPENDENT AGENCY  
BUDGET REQUEST

AGENCY NAME: The Athens-Clarke County Library

IMPACT(S) OF A 2% REDUCTION IN ACC FUNDING

A 2% reduction in the budget for Athens Clarke County Library would amount to approximately \$39,692. After much discussion it has been determined that the only way to sustain a reduction in funding of this magnitude would be to close all five locations for one day per week.

The impact:

Reducing public service hours would drastically affect Athens-Clarke County residents, who have come to expect daily access to a wide range of educational, technological, and family resources.

Per Mamie.....just a couple of ideas here – use them or not.....

A 2% reduction in the Library's budget will result in the immediate reduction of staff and hours of operation. We may also note that a reduction in the level of funding would result in the loss of nearly \$771,056 in State Funds (per the Maintenance of Effort Requirement for State Aid). The library is a service organization that is staff intensive, so a budget reduction would result in closing services and laying off staff.

Reduction in Staff. In a service organization such as the library, the greatest expense is in personnel. IN order to keep up with the increasing costs of operations, there is virtually nothing in the budget to cut other than staff. This would mean leaving parts of the facility understaffed leading to serious deterioration in service and public outrage. The library is currently busy virtually all hours of operation, and every staff member is fully engaged.

Close the Resource Centers at East Athens And Lay Park – they are currently open 22 and 16 hours. Service Delivery Impact The two Resource Centers serve a large number of minority and disadvantaged children who cannot use the headquarters library because of lack of transportation and family situations. We have so many success stories from these centers including improvement in school skills. Individual attention would be lost for these children.

Per Lorena – the instructions clearly say you should state how many jobs would be lost.

# Athens-Clarke County Proposed Budget FY2017

	FY2016	FY2017		
<b>Revenue:</b>	<b>Amount</b>	<b>Proposed Amount</b>	<b>variance</b>	
Athens-Clarke County Commission	1,789,419.00	1,874,014.55	84,595.55	4.51%
City of Winterville	18,000.00	18,000.00	-	0.00%
ACCL Fines	70,000.00	70,000.00	-	0.00%
ACCL Copy Money	30,000.00	30,000.00	-	0.00%
ACCL Meeting Room	2,500.00	2,500.00	-	0.00%
Transfer from Passport revenues	66,842.00	66,842.00	-	0.00%
Winterville Fines	1,500.00	1,500.00	-	0.00%
Winterville Copy	300.00	300.00	-	0.00%
Interest	6,000.00	6,000.00	-	0.00%
<b>Totals</b>	<b>1,984,561.00</b>	<b>2,069,156.55</b>	<b>84,595.55</b>	

	FY2016	FY2017		
<b>Expenditures:</b>	<b>Amount</b>	<b>Proposed Amount</b>		
Outreach	44,000.00	44,000.00	-	0.00%
Wages/Benefits	1,554,777.50	1,615,873.05	61,095.55	3.78%
Workers Compensation	6,500.00	6,500.00	-	0.00%
Equipment Repair and Maint.	5,000.00	7,000.00	2,000.00	28.57%
Telephone	16,800.00	16,800.00	-	0.00%
Postage	5,000.00	5,000.00	-	0.00%
Travel	4,000.00	4,000.00	-	0.00%
Advertising	5,000.00	5,000.00	-	0.00%
Insurance	5,000.00	5,500.00	500.00	9.09%
Supplies	25,000.00	25,000.00	-	0.00%
Materials	15,000.00	15,000.00	-	0.00%
Printing and Publicity	3,700.00	3,700.00	-	0.00%
Equipment Purchase	5,000.00	5,000.00	-	0.00%
Pinewoods building/lot lease*	15,000.00	15,000.00	-	0.00%
Pinewoods capital Project	-	21,000.00	21,000.00	100.00%
Dues/Registration	1,000.00	1,000.00	-	0.00%
Cleaning Service	80,000.00	80,000.00	-	0.00%
Electricity	158,575.00	158,575.00	-	0.00%
Storm Water Drainage	2,898.50	2,898.50	-	0.00%
Gas Heat	15,810.00	15,810.00	-	0.00%
Water, Sewer, Garbage	16,500.00	16,500.00	-	0.00%
	<b>1,984,561.00</b>	<b>2,069,156.55</b>	<b>84,595.55</b>	<b>4.09%</b>
Revenues over (under) expenditures	-	-		

\* includes a 2% increase for all staff as well as an additional HR Specialist position at \$30K

# **ATHENS-CLARKE COUNTY LIBRARY**

## **BOARD MEETING SCHEDULE**

**2016**

January 12 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
April 12 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
July 12 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room
October 11 <sup>th</sup>	- 4 PM	Athens-Clarke County Board Room

## ***ATHENS REGIONAL LIBRARY SYSTEM***

### ***2016 SCHEDULED CLOSINGS***

All Libraries in the Regional System will be Closed:

December 31, 2015; close at 6 PM.....	New Year's Eve
January 1, 2016.....	New Year's Day
January 18, 2016.....	Dr. Martin Luther King, Jr. Birthday
March 27, 2016.....	Easter Sunday
May 30, 2016.....	Memorial Day
July 4, 2016.....	Independence Day
September 5, 2016.....	Labor Day
November 11, 2016.....	Staff Development Day
November 23, 2016; close at 6PM.....	Thanksgiving Eve
November 24, 2016.....	Thanksgiving Day
December 24, 25, 26, 2016.....	Christmas Holidays
December 31, 2016; close at 6 PM.....	New Year's Eve
January 1, 2017.....	New Year's Day

# Athens-Clarke County Library Board 2016

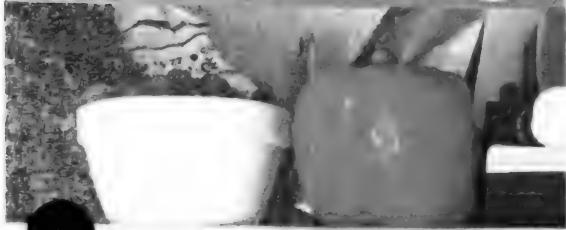
Name, Address, Phone, Email	Occupation	Appointed By	Term Expires
Mr. Wallace Eberhard, Chairman * 180 Orchard Creek Dr. Athens, GA 30606 706-543-5363(H) wbe1955@aol.com	Retired Professor, UGA	Co. Comm. in 1/1/2007	Dec. 31, 2016
Mr. Craig Pascoe, Vice-Chairman 100 Hart Ave. Athens, GA 30606 478-445-3516(W) craig.pascoe@gcsu.edu	Professor, Georgia College	Co. Comm. on 1/1/2013	Dec. 31, 2017
Ms. Julie Darnell, Treasurer 470 Cobb Street Athens, GA 30606 706-540-3088(H) juliedarnell@gmail.com	Fundraising Experience	Co. Comm. on 1/1/2012	Dec. 31, 2016
Ms. Diane Adams 450 W. Cloverhurst Ave. Athens, GA 30606 706-255-9200(C) dianea@prudentialblanton.com	Realtor	Co. Comm. on 1/1/2013	Dec. 31, 2017
Ms. Svea Bogue 150 Pinecrest Ct. Athens, GA 30605 706-353-7804(H) sveabogue@gmail.com	Retired	Co. Comm. On 1/1/2016	Dec. 31, 2020
Ms. Erin Boydston 425 Meigs St., Apt. 2 Athens, GA 30601 352-318-0602(C) erin.boydstun@gmail.com	Manager	Co. Comm. on 1/1/2013	Dec. 31, 2017
Mr. Sean Boyle 104 Buttonwood Loop Athens, GA 30605 706-543-5210(H) 706-310-6297(W) sean.boyle@ung.edu	Librarian, Technical Services, Gainesville College	Co. Comm. on 6/2/2010	Dec. 31, 2019
Ms. Theresa Cullen 731 Cobb Street Athens, GA 30606 706-549-0447(C) theresacullen@bellsouth.net	Retired Educator	Co. Comm. on 1/1/2014	Dec. 31, 2018

Ms. Linda Dodson 335 Beechwood Dr. Athens, GA 30606 706-540-5947(H) linda.dodson0626@gmail.com	Accountant	Co. Comm. on 1/1/2012	Dec. 31, 2016
Mr. Dennis Hopper * 115 High Ridge Dr. Athens, GA 30606 706-548-3973(H) 706-340-1220(C) 4hops@charter.net	Retired, State of Georgia	Co. Comm. on 1/1/2014	Dec. 31, 2018
Ms. Linda Jones 580 Robert Hardeman Road Winterville, GA 30683 706-742-5765 lgjones83@yahoo.com	Retired Educator	<i>Winterville City Council in 8/12</i>	Dec. 31, 2016
Mr. William Prokasy * 263 Woodlake Dr. Athens, GA 30606 706-354-6828(H) wfp@charter.net	Retired, UGA	Co. Comm. on 1/1/2010	Dec. 31, 2019
Mr. Ian Thomas 645 Boulevard, Apt. 4 Athens, GA 30601 706-765-7978(H) ithomas@uga.edu	Librarian, UGA	Co. Comm. on 1/1/2016	Dec. 31, 2020
Mr. Shannon Thompson 190 New Haven Drive Athens, GA 30606-1928 706-255-2188(C) shan.thomps@gmail.com	School Media Specialist	Co. Comm. on 1/1/2015	Dec. 31, 2019
Mr. John Timmons * 305 High Ridge Dr. Athens, GA 30606 706-543-2358(H) 706-548-8668(W) john@classiccitylaw.com	Attorney	Co. Comm. on 1/1/2014	Dec. 31, 2018
Mr. David "Chip" Woods 248 Marion Drive Athens, GA 30606 706-363-0779(H) chip@athenstown.com	Technology Support, UGA Vet School	Co. Comm. on 1/1/2011	Dec. 31, 2020

\* Regional Board Member

1/12/2016

New Year's  
Resolution:  
Eating Healthy



# Learn healthy eating habits in the New Year!

*The Whole 30: the 30 Day Guide  
to Total Health & Food Freedom*  
NONFIC 613.2 Hartwig

*Two Moms in the Raw: Simple,  
Clean, Irresistible Recipes for  
Your Family*  
NONFIC 641.5637 Leidich

*First Bites*  
NONFIC 641.3008 White

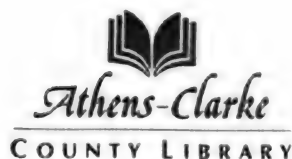
*The Campbell Plan*  
NONFIC 613.25 Campbell

*Wheat Belly Total Health*  
LP 613.25 DAVIS

*The Oh She Glows Cookbook*  
NONFIC 641.5636 Liddon

*Down Size*  
NONFIC 613.2509 Spiker

*A Healthy You*  
NONFIC 641.5637 Alt



**Athens-Clarke County  
Library**

2025 Baxter St  
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706-613-3650

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# **New Year's Resolution: Technology Skills**



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Library**

2025 Baxter St  
Athens, Georgia 30606  
706-613-3650

<http://www.athenslibrary.org/athens>

Learn new technology  
skills this year!

**Better Off: Flipping the  
Switch on Technology**

NONFIC 303.483

Eric Brende

**What Technology Wants**

NONFIC 303.483

Kevin Kelly

**The Big Switch:  
Rewiring the World from  
Edison to Google**

NONFIC 303.4834

Nicholas Carr

**The Second Machine Age**

NONFIC 303.483

Erik Brynjolfsson

**Enough: Staying Human  
in an Engineered Age**

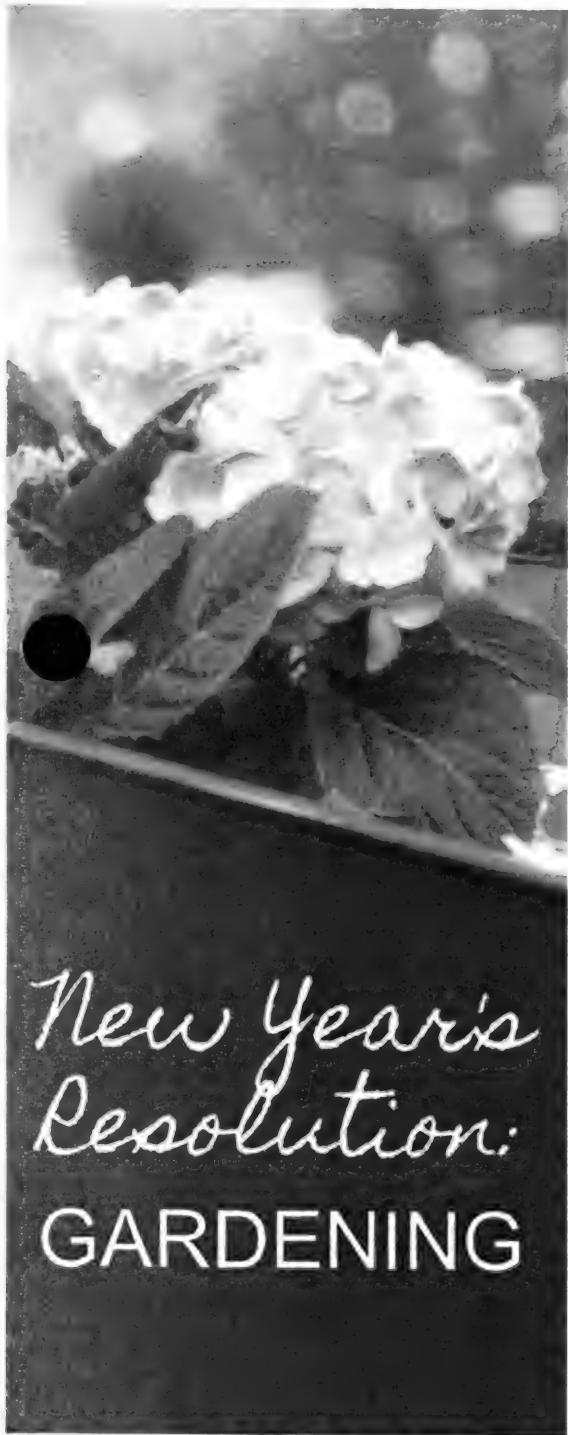
NONFIC 303.483

Bill Mckibben

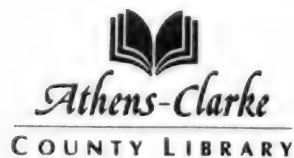
**Who Owns the Future?**

NONFIC 303.4833

Jaron Lanier



*New Year's  
Resolution:*  
**GARDENING**



**Athens-Clarke County  
Library**

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<http://www.athenslibrary.org/athens>

*Have the garden  
you've always  
wanted!*

**Planting in a  
Post-Wild World**

NONFIC 712  
Rainer, Thomas

**Grow Your Own  
Natural Garden**

NONFIC 712.6  
Klein, Carol

**The Allergy-  
Fighting Garden**

NONFIC 635.9  
Ogren, Thomas Leo

**Microfarming for Profit**

NONFIC 630  
DeWitt, Dave

**The Postage Stamp  
Vegetable Garden**

NONFIC 635  
Newcomb, Karen

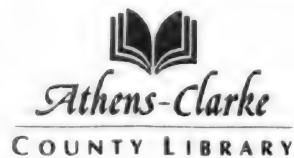
**Bokashi Composting**

NONFIC 631.875  
Footer, Adam

**The Greenhouse  
Gardener's Manual**

NONFIC 635.9823  
Marshall, Roger

# New Year's Resolution: New Hobbies



**Athens-Clarke County  
Library**

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Athens, Georgia 30606  
706-613-3650

<http://www.athenslibrary.org/athens>

Learn a new hobby  
this year!

**The Encyclopedia of Two-  
Hour Craft Projects**

NONFIC 745.5

Leslie Allen

**Crafting with Kids**

NONFIC 745.5

Jennifer Casa

**Country Store Counter**

**Jars & Tins**

NONFIC 745.1

Steve Batson

**The Collector's Encyclopedia  
of Disneyana**

NONFIC 741.5

David Longest

**Draw Your Own Manga**

NONFIC 741.5028

Haruno Nagatoma

**The Glass Artist's  
Studio Handbook**

NONFIC 748.2028

Cecillia Cohen

**Color Workshop:  
Decorating Stylish Rooms**

NONFIC 747.94

Sarah Childs-Carlile

# new year's RESOLUTION: EXERCISING



## Exercise More in The New Year!

THE 20-MINUTE BODY  
NONFIC 613.7 Hoebel

THE WHEEL OF HEALING  
WITH AYURVEDA  
NONFIC 615.538 Fondin

LOSE WEIGHT HERE  
NONFIC 613.25 Teta

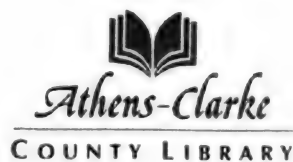
NO SWEAT  
NONFIC 153.8 Segar

FAST AFTER 50  
NONFIC 796.6 Friel

2,100 ASANAS: THE  
COMPLETE YOGA POSES  
NONFIC 613.7046 Lacerda

3 WEEKS TO A BETTER BACK  
NONFIC 617.564 Sinett

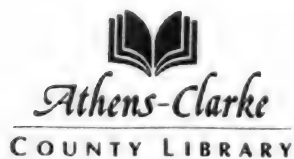
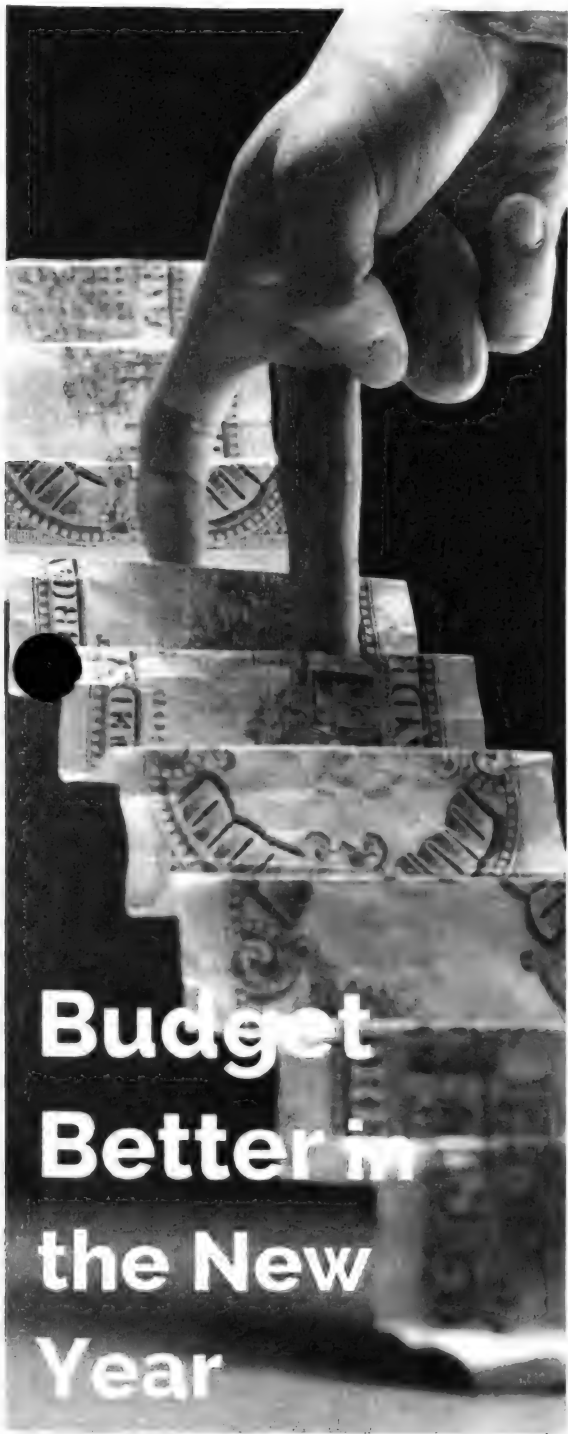
STRONGER, FASTER, SMARTER  
NONFIC 613.7 Ferguson



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<http://www.athenslibrary.org/athens>

# **Kick off the New Year Right!**

## **Be Centsable**

NONFIC 332.024

Chrissy Pate

## **The Busy Family's Guide to Money**

NONFIC 332.024

Sandra Block

## **Make Money, Not Excuses**

NONFIC 332.024

Jean Chatzky

## **The Complete Idiot's Guide to Personal Finance in your 20's and 30's**

NONFIC 332.024

Sarah Young Fisher

## **A Parent's Guide to Money**

NONFIC 332.024

Alan Feigenbaum

## **The Smart Cookie's Guide to Couples & Money**

NONFIC 332.024

Smart

## **Money Still Doesn't Grow on Trees**

NONFIC 332.024

Neal Godfrey

## Events for Adults

### January 2016

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Please note: The Library will be closed Friday, Jan. 1, for New Year's Day and Monday, Jan. 18 for Martin Luther King, Jr. Day.

#### Live! @ the Library: String Theory Sunday, January 3, 3:00 p.m.

Kick off 2016 with a free concert! Known for traditional old time, contradance, bluegrass and Americana music, **String Theory** features some of Athens' finest acoustic musicians: **Tommy Jordan, Dick Daniels, Antoon Speters, Susan Staley** and **Dale Wechsler**. Sponsored by the Friends of the Athens-Clarke County Library. In Appleton Auditorium.

#### Computer Class: Introduction to Email Tuesday, January 5, 10:00-11:30 a.m.

Free registration required. Call (706) 613-3650, ext. 354. In the computer training lab.

#### DMC Class: Photoshop for Beginners Wednesday, January 6, 7:00 p.m.

This hands-on class will introduce you to Adobe Photoshop and open up a world of possibilities. **Limited to 4; registration is required.** Sign up at the Information Services Desk, or call (706) 613-3650, ext. 354. In the Digital Media Center.

#### One-on-One Computer Tutorials Thursdays in January, 9:00-9:45 a.m.

Join us for personalized instruction on your choice of computer topics. Call (706) 613-3650, ext. 354, or stop by the Information Services Desk for a list of topics and to register. In computer training lab.

#### One-on-One Digital Media Center Tutorials Thursdays, January 7, 14, 21 & 28, 6:00 p.m. Saturdays, January 2, 9, 16, 23 & 30, 11:00 a.m.

Individual instruction for a graphics, audio or video editing project in a 45-minute session. Sign up at the Information Services Desk, or call (706) 613-3650, ext. 354.

In the Digital Media Center.

#### DMC Class: Illustrator for Beginners Saturday, January 9, 3:00 p.m.

Learn how to create graphics with vectors using Adobe Illustrator. This is ideal for logos or artwork you want to print in multiple sizes. **Limited to 4; registration is required.** Sign up at the Information Services Desk, or call (706) 613-3650, ext. 354. In the Digital Media Center.

#### Affordable Care Act Information Session Monday, January 11, 12:00 p.m.

Healthcare Navigator **Harold Weber** will share information about the Care Act. In Multipurpose Room B.

#### Computer Class: Facebook for Beginners Tuesday, January 12, 10:00-11:30 a.m.

Free registration required. Call (706) 613-3650, ext. 354. In the computer training lab.

#### Affordable Care Act Sign-Up Assistance Wednesday, January 13, 9:00 a.m. - 5:00 p.m.

Need help signing up for coverage under the Affordable Care Act? Volunteers will be on hand to assist you through the online process. In second floor Computer Lab

#### DMC Class: InDesign for Beginners Wednesday, January 13, 7:00 p.m.

Need to make a brochure, flyer or menu for your business? Adobe InDesign has everything you need to make your product polished and professional. **Limited to 4; registration is required.** Sign up at the Information Services Desk, or call (706) 613-3650, ext. 354. In the Digital Media Center.

#### Athens Historical Society's Annual Meeting featuring **Al Hester**

Sunday, January 17, 3:00 p.m.

The Athens Historical Society hosts author **Al Hester** for its

annual meeting. Hester will speak about his new book, ***Putting on the Blue: Confederates from the Athens, Georgia Area Who Became Galvanized Yankees***. The book has fascinating stories of Yankee prisons, Indian wars, and anecdotes about our area's "Galvanized Yankees," several of which Al will share in his program. If you are a Civil War buff or are interested in the settlement of the American West, you will be interested in this talk—and in his book. The book will also be available for purchase and signing. Before the program, the Society will hold its annual meeting. In Appleton Auditorium.

**Talking About Books Adult Discussion Group**  
**Wednesday, January 20, 10:30 a.m.**

This month's title is, ***The Boys in the Boat: Nine Americans and Their Epic Quest for Gold at the 1936 Berlin Olympics***, by Daniel James Brown.

**DMC Class: Podcasting for Beginners**  
**Wednesday, January 20, 7:00 p.m.**

Learn how to record and edit basic sound files which you can then distribute online to friends, clients, or fellow hobbyists. We'll learn using the freeware sound-editing program, Audacity. **Limited to 4; registration is required.** Sign up at the Information Services Desk, or call (706) 613-3650, ext. 354. In the Digital Media Center.

**Last Monday Book Group**  
**Monday, January 25, 7:00 p.m.**

An ordinary man having carved out a simple life for himself in Algiers commits a murder and goes on trial for a pointless crime. The consequences and impact of that crime are detailed in Kamel Daoud's ***The Meursault Investigation***, showing not only meditation on Arab identity, but also the disastrous effects of colonialism in Algeria. Join us to compare Camus's ***The Stranger*** and Daoud's ***The Meursault Investigation***. In Multipurpose Room C. Newcomers always welcome!

**Computer Class: How to Search the Internet (NEW!)**  
**Tuesday, January 26 10:00-11:30 a.m.**

Free registration required. Call (706) 613-3650, ext. 354. In the computer training lab.

**Getting Started with Genealogy**  
**Tuesday, January 26, 6:00 p.m.**

This introductory genealogy class is designed to help new genealogists begin their family history research. The class focuses on research methods, source citations and best

practices. Limited to 10; registration is required. Call the Heritage Room at (706) 613-3650, ext. 350, or register online at <http://www.athenslibrary.org/athens/departments/heritage>

**Lunchtime Learning @ Your Library: Jewelry Making 101**  
**Thursday, January 28, 12:15 p.m.**

Lynn Elmore, local jewelry artist, will lead this session on beading basics. Learn beading from scratch beginning with choosing the right materials and creating a design.

Beverages provided. All newcomers welcomed.

**"Henry Grady and the New South"**

**Friday, January 29, 7:00 p.m.**

Join us at the Taylor-Grady House for a special lecture on Georgia journalist **Henry W. Grady** by retired dean of University of Georgia's Grady College, **E. Culpepper "Cully" Clark**. Clark's remarks will emphasize Henry W. Grady's role in the New South Movement and how the assessments of it have evolved over time. Clark will also note how Grady became the principal champion of the movement in the three short years between his remarkable New South Address at Delmonico's in New York and his untimely death, December 23, 1889, at age thirty-nine. He will demonstrate how Grady's coverage of a natural disaster, the Charleston Earthquake of August 31, 1886, vaulted him to prominence. Clark is now working on a book to be titled ***William Tecumseh Sherman, Henry Woodfin Grady, and the Making of Atlanta***. He will have a few words about its working thesis. Clark received his undergraduate and masters degrees from Emory and his Ph.D. in history from Chapel Hill. His research and writing has focused on the New South Movement and Civil Rights. His book ***The Schoolhouse Door: Segregation's Last Stand at the University of Alabama*** (Oxford 1993) made ***The New York Times Book Review's*** Notable Books list. He is dean and professor emeritus at both the University of Alabama and the University of Georgia. Clark retired July 1, 2013 and just published a centennial history of the Grady College. At Taylor-Grady House, 634 Prince Ave., Athens. For formation, call (706) 613-3650, ext. 343.

**Happy 2016! No matter what your New Year's Resolution is, count on us to help! We've got all the resources you need to tackle technology skills, start your family history, learn a new language, eat better, start an exercise plan, manage your money or even just read a classic you've always wanted to read!**

# Teen Events

**@ Athens-Clarke County Library**

**January 2016**

**Free and open to teens ages 11-18**

The Library will be closed Friday, January 1, for New Year's Day and Monday, January 18, for Martin Luther King, Jr. Day.

## Open Chess Play

Mondays in January, 4:00-5:30 p.m.

Players of all skill levels are encouraged to attend. Members of the local Chess and Community Conference will be on hand to assist players and build skill level. No registration required. Open to kids & teens ages 7-18. In Multipurpose Room A. *No Open Chess play on January 18.*



## Make a Movie!

Tuesdays in January, 4:30-5:30 p.m.

We're excited to announce this four-week program where we will script, film and edit our own film! All supplies provided!

## Act out with Jayln

Thursday, January 7 4:30-5:30 p.m.

Aspiring actor? Seasoned pro? Come act out with our resident actor, Jayln! He will go over all sorts of tips and techniques so come give it a try! Pre-registration required. Email [plewis@athenslibrary.org](mailto:plewis@athenslibrary.org) or stop by the Teen Desk to reserve your spot. Open to teens 11-18.



## Anime Club

Friday, January 8, 4:00-5:30 p.m.

Join us to watch your favorite anime series, draw, discuss the latest manga you've been reading and experiment with original design. No registration required. Open to teens in grades 6-12.



## No Talent Art Party

Thursday, January 14, 4:30-5:30 p.m.

Are you an artist? Do you just enjoy making art? No talent; no problem! Come make



whatever you want with our resident artist, **Hannah**. All supplies will be provided; just bring your creativity!

#### Afterhours: Open Mic

Friday, January 15, 6:00-8:00 p.m.

Are you an aspiring musician? Do you sing or rap? Do you have a special talent???? Well then... come to our open mic night! Read your poetry, tell a joke or we can even hook up our karaoke machine for you! A prize will be awarded to the audience favorite! Open to teens 11-18. Pizza is provided. Pre-registration is required. Please email [plewis@athenslibrary.org](mailto:plewis@athenslibrary.org) or call 706-613-3650 ex. 329 if you have any questions.



#### Teen Council

Wednesday, January 20 4:30-5:30 p.m.

Meet up with other teens to let us know exactly what programs and materials you want to see at your library! No registration is required, but please fill out a Teen Council application, available at the teen desk or online at <http://www.athenslibrary.org/athens/departments/teen>.



#### Afternoon Movie

Thursday, January 28, 4:00-6:00 p.m.

Come watch a movie with us! What movie? We don't know! Send your suggestions to [plewis@athenslibrary.org](mailto:plewis@athenslibrary.org). All movie suggestions must be rated PG-13 and below. Open to teens 11-18.



#### Music Club

Friday, January 29, 4:30-5:30 p.m.

Come hang out, eat snacks and talk about music. We'll listen to what you want to hear and maybe play a few instruments while we are at it! Open to teens 11-18.



#### Find us online!

Instagram: [athens\\_regional\\_libraries](https://www.instagram.com/athens_regional_libraries)

Facebook: [www.facebook.com/acclyoungadult](https://www.facebook.com/acclyoungadult)

Twitter: [@AthensClarkeLib](https://twitter.com/AthensClarkeLib)



**Athens-Clarke County Library**

[www.athenslibrary.org/athens](http://www.athenslibrary.org/athens)

(706) 613-3650

2025 Baxter Street, Athens, Ga. 30606

## More Weekend Programs



### Owl Moon

**Saturday, January 30, 11:00 a.m.**

Do you love owls? Join us for fun books and crafts about everyone's favorite nocturnal birds. Enjoy an animated version of Jane Yolen's award-winning classic Owl Moon. For children ages 3-11 with caregiver. In Storyroom.

### Read to Rover

**Sunday, November 17, 3:00-4:00 p.m.**

Beginning readers read aloud to certified therapy dogs, a.k.a. Tail Waggin' Tutors! All dogs are insured and with trainers. First come, first served. In Storyroom.

## New Programs

### Spanish Storytime

**Friday, January 8, 3:30 p.m.**

¡Bienvenido! Join us for this special new program of Spanish language fun! Share books, songs, rhymes and activities en español. For children ages 3-8. and their caregiver. In Storyroom.

## January Book Club!

**Thursday, January 14, 3:30 p.m.**



### *Chapter Readers (Grades 3-5)*

From the Mixed-Up Files of Mrs. Basil E. Frankweiler by E.L. Konigsburg

When Claudia decides to run away and live in the Metropolitan Museum of Art, she drags her little brother Jamie along for the ride. While hiding in the museum, they discover a puzzling mystery surrounding a statue of an angel that can only lead to the mysterious mixed up files of Mrs. Basil E. Frankweiler! Join us for this classic Newbery Award-Winning book! Pick up a copy and read it over the holidays. Activities and snacks provided.

Participation in book club is limited to 8 children. Please call the Children's Desk to register and to put your book on hold.



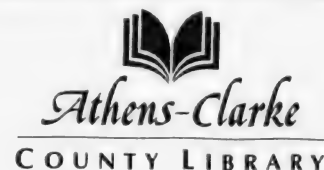
*It is the desire of the Athens-Clarke County Library to make visits by young children both memorable and enjoyable. Library staff cannot assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that all children under the age of 10 must be accompanied by a responsible adult while in the library. Thanks for helping us keep your children safe while they enjoy their library visits.*

# January 2016

## *Children's*



## *Programs*



2025 Baxter Street, Athens, GA 30606

706-613-3650 ext. 314

Dial -A-Story: 706-613-3656

[www.athenslibrary.org](http://www.athenslibrary.org)

ALL PROGRAMS FREE AND OPEN TO THE PUBLIC.

## Storytime!



### Infant Storytime

**Mondays (Jan. 4, 11, 25) 10:30 a.m.**

A 20-30 minute lapsit storytime for infants birth to 18 months and their caregivers. Share fingerplays, songs and simple books with your babies as they sit in your lap. Followed by Open Play.

*There will be no storytime on  
Monday, Jan. 18th.*

### Preschool Storytime

**Tuesdays, 9:30 & 10:30 a.m.**

**Wednesdays, 9:30 & 10:30 a.m.**

Story program for children ages 18 months to 5 years old and their caregiver. Lively time of sharing books, songs, puppets, nursery rhymes, early literacy and pre-school activities.



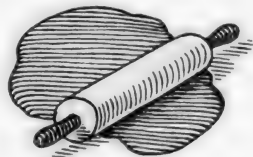
### Bedtime Stories

**Wednesday Nights, 7:00 p.m.**

Story program for working parents and their children ages 2-5. Join us for stories, rhymes and lively participation fun. Pajamas, blankets and stuffed animals welcome.

**The Library will be closed Monday, January 18th in observance of Martin Luther King Jr. Day.**

## After School Activities



### Play-Doh Afternoon

**Thursday, January 7, 3:30 p.m.**

Stop in for a wonderful afternoon of Play-Doh fun! Listen to a story then make your own amazing creations with our Play-Doh tools! For children ages 3-7 with adult caregiver. In Storyroom.

### Thor's-Day!

#### An afternoon of Norse Mythology

**Thursday, January 21, 3:30 p.m.**

Journey to Asgard for an afternoon of Norse Mythology, including everyone's favorite god of thunder - Thor! Make your very own Mjölhnir and translate messages from the Norse Gods. For children ages 7-11 and their caregivers. In Storyroom.



### It's a Penguin Party!

**Thursday, January 28, 3:30 p.m.**

Let's celebrate these amazing creatures with penguin stories, crafts, and an animated version of Antarctic Antics by Judy Sierra! For children ages 3-7 and their caregivers. In Storyroom.

### Open Chess Play

**Mondays (Jan. 4, 11, 25) 4:00-5:30 p.m.**

Learn how to play this incredible game of skill and strategy. Led by volunteer members of the local Chess and Community Conference. All levels are welcome. For children and teens ages 7-18. In Multipurpose Rooms.

## Weekend Programs

### LEGO Club

**Saturday, January 2, 11:00 a.m.**

Can't get enough of those LEGO bricks? Want to join forces with other creative kids? Use the library's LEGOs to make your own magnificent creations. Open to children ages 8 and up. In Storyroom.



### The Snowy Day:

#### Ezra Jack Keats Collage Art Class

**Saturday, January 9, 11:00 a.m.**

The Snowy Day by Ezra Jack Keats has become one of the most beloved children's picture books of all time. Learn how to create your own collage art like Mr. Keats as we explore his incredible stories and a short biographical film. For children ages 5-11 with Caregiver. In Storyroom.

### Little Explorers

**Saturday, January 16, 11:00 a.m.**

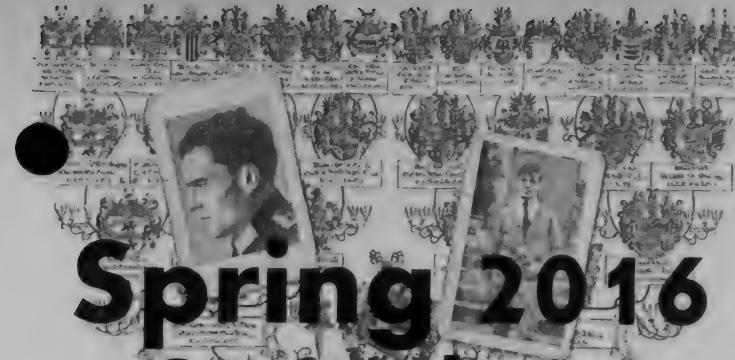
Program for babies to explore and learn through sensory play in centers made with safe household items. For children ages birth to two years old with caregiver. In Storyroom.



### Hooray for Hat Day!

**Saturday, January 23, 11:00 a.m.**

Help us celebrate Hat Day with stories and crafts about all sorts of hats! Make your own hat to go. For children ages 3-8 years old with caregiver. In Storyroom.



# Spring 2016 Genealogy Classes

## January

**Getting Started with Genealogy**  
Tuesday, January 26, 6 p.m.  
In Heritage Conference Room.

This is an introductory genealogy class designed to help new genealogists begin their family history research. The class focuses on research methods, source citations and best practices. Limited to 10 participants.

## February

**Read All About It: Using the Digital Library of Georgia's Historical Newspaper Archives**  
Tuesday, February 16, 6 p.m.  
In Computer Training Room.

Anyone doing family history research knows that newspapers contain all kinds of useful and interesting information: from obituaries to news stories, estate sales to social columns, the newspaper was how communities kept in touch. Excitingly, many of Georgia's historic newspapers are available full-text searchable online for free. This class will explore how to use the Digital Library of Georgia's online Historic Newspaper Archives in genealogical and historical research. This class will be presented by Donnie Summerlin, Digital Projects Archivist at the Digital Library of Georgia. Limited to 12 participants.

**Finding the Burials**  
Tuesday, February 23, 6 p.m.  
In Multipurpose Room B.

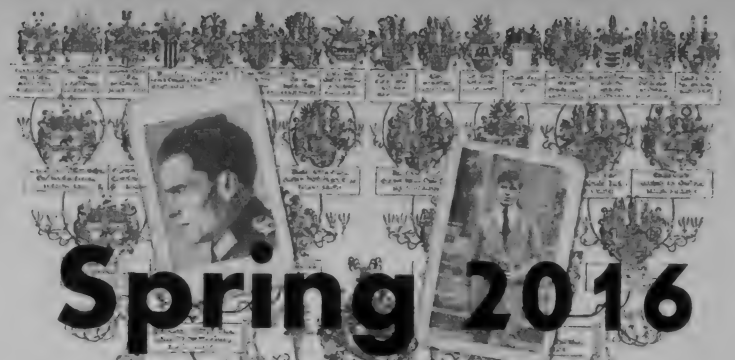
Can't find the final burying place of a distant relative in another part of the country? Can't just jump on the plane to look for a grave in a cemetery in another country? FindAGrave and BillionGraves could help you in your quest. You might be able to help others by posting your own information. Learn how in our class Finding the Burials!

## March

**Finding Your Immigrant Ancestor**  
Tuesday, March 15, 6 p.m.  
In Computer Training Room.

This class will introduce basic methods for learning the story of your ancestor's journey to the United States. After a brief overview of the history of immigration, we'll discuss how to find and use the records that will allow you to trace your ancestor's arrival. Limited to 12 participants.

**\*Registration required for all classes and is available at the Online Events Calendar at [www.athenslibrary.org](http://www.athenslibrary.org)\***



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**GALILEO for Genealogists**  
**Tuesday, March 29, 6 p.m.**  
**In Computer Training Lab.**

This class will explore the wonderful resources available to Georgia genealogists for free via GALILEO, an online library portal to authoritative, subscription-only information that isn't available through free search engines or web directories. Some of the databases we will cover include Ancestry Library Edition, Fold3, HeritageQuest, and the Sanborn maps. Participants strongly encouraged to take Getting Started with Genealogy class prior to attending. Limited to 15 participants.

**April**

**Getting Started with Genealogy**  
**Tuesday, April 5, 6 p.m.**  
**In Heritage Conference Room.**

This is an introductory genealogy class designed to help new genealogists begin their family history research. The class focuses on research methods, source citations and best practices. Limited to 10 participants.

**Care and Protection of Personal Collections**  
**Saturday, April 30, 9 a.m.-5 p.m..**  
**In Multipurpose Rooms and Auditorium.**

Do you have family treasures, film recordings, old photographs or digital images that you'd be heartbroken to lose? Don't leave these valuables to chance! Learn how to care for and protect your personal family collections in this day-long workshop, co-sponsored by the Georgia Genealogical Society and the Athens-Clarke County Library.

**May**

**Get Fired Up! Property Research Using the Sanborn Fire Insurance Maps**  
**Tuesday, May 10, 6 p.m.**  
**In Computer Training Lab.**

Sanborn Fire Insurance Maps provide property and land-use records in the form of a map that portrays everyday life. Combined with other sources such as city directories, photographs, small-scale maps, census records, genealogies, and statistical data, the Sanborn Maps provide a glimpse into the past structures of a city or town to allow you to discover how it might have been during the time of your ancestors. Learn the ins and outs of these fascinating maps in our class. Limited to 12 participants.

**Read All About It: Using the Digital Library of Georgia's Historical Newspaper Archives**  
**Tuesday, May 17, 6 p.m.**  
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## One-on-One Tutorials

Thursday 20 6 p.m.

Saturdays @ 11 a.m.

## Photoshop for Beginners

Wednesday, January 6, 7 p.m.

## Illustrator for Beginners

Learn how to create graphics with vectors using Adobe Illustrator.

Saturday, January 9, 3 p.m.

## InDesign for Beginners

Learn how to make polished and professional design layouts for print or digital display

Wednesday, January 13, 7 p.m.

## Podcasting for Beginners

Learn how to record and edit track audio files to be distributed online.

Wednesday, January 20, 7 p.m.

## Video Editing for Beginners

This class will introduce you to the basics of video editing with Adobe Premiere

Wednesday, January 27, 7 p.m.



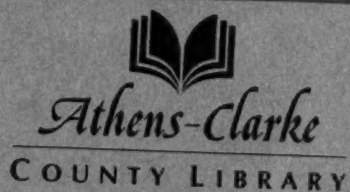
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# Lunchtime Learning: Jewelry Making 101

Thursday, January 28, 12:15-1:30 p.m.

Multipurpose Room A



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# HENRY GRADY

A N D T H E N E W S O U T H



A Lecture by Grady Expert

REFLECTING  
SHARING  
LEARNING

## Dr. E. Culpepper Clark

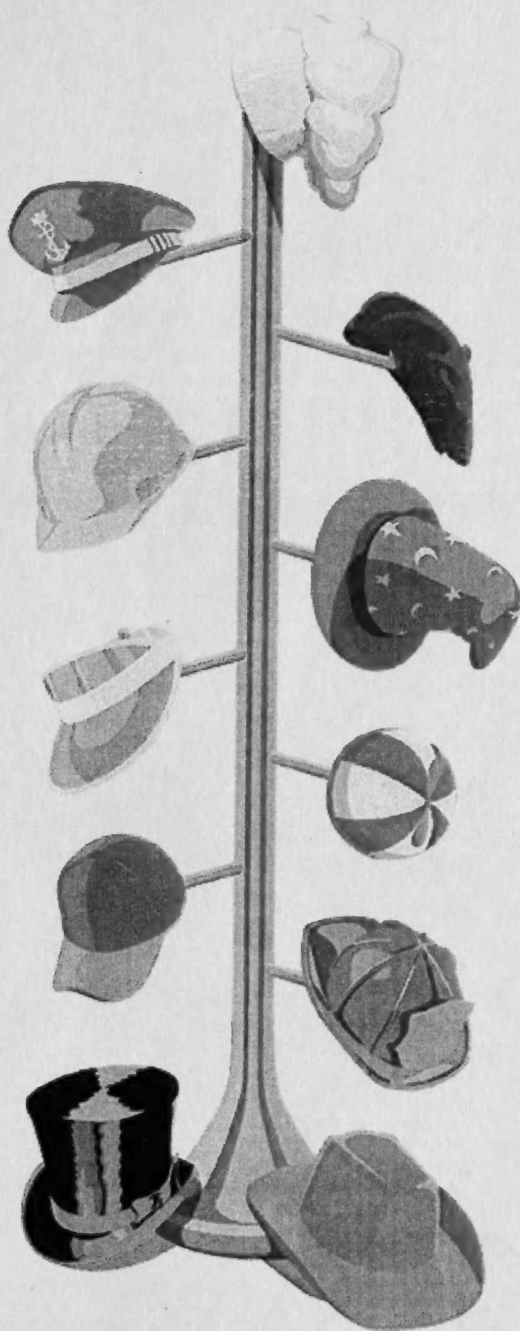
Dean Emeritus, University of Georgia's Henry W Grady College of Journalism & Mass Communication

Thursday, January 28 • 7:00 pm  
at the Taylor-Grady House

634 Prince Avenue • Athens Georgia • 706 549 8688 • Overflow Parking at 740 Prince Avenue  
OPEN HOUSE Beginning at 5:30 pm • Tours of the Taylor-Grady House • Refreshments  
FREE & OPEN TO THE PUBLIC • No Reservations Required but Seating is Limited

Display of Grady Memorabilia at Athens-Clarke County Library

Sponsored by Athens-Clarke County Library & Reflecting, Sharing, Learning • 706 613 3650 x343



# *Hooray for Hat Day!*

**Saturday, January 23  
11:00 a.m.**

Help us celebrate Hat Day  
with stories and crafts about  
all sorts of hats! Make your  
own hat to go.

For children ages 3-8 years  
old with caregiver.  
In Storyroom.

## ATHENS-CLARKE COUNTY LIBRARY COMMITTEES 2016

### EXECUTIVE COMMITTEE

Wally Eberhard, Chair  
~~Craig Pascoe~~, Vice Chair  
Julie Damell, Treasurer

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Dennis Hopper  
Bill Prokasy  
John Timmons

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Julie Damell, Chair  
Theresa Cullen  
~~John Gaither~~  
Dennis Hopper  
Bill Prokasy

### PERSONNEL COMMITTEE

Bill Prokasy, Chair  
Diane Adams  
Dennis Hopper  
John Timmons

### POLICY ISSUES COMMITTEE

~~Craig Pascoe~~, Chair  
John Timmons  
Chip Woods  
Shannon Thompson

### BOOK ACTION COMMITTEE

Sean Boyle, Chair  
Erin Boydston  
Julie Damell  
~~Janet Geddis~~  
Linda Jones

### PUBLICITY COMMITTEE

Erin Boydston, Chair  
~~Janet Geddis~~  
Chip Woods  
Shannon Thompson

### BUILDING/GROUNDS COMMITTEE - SPLOST

~~John Gaither~~, Chair  
Theresa Cullen  
Linda Dodson  
Linda Jones  
~~Craig Pascoe~~  
Chip Woods

### ENDOWMENT LIAISON

Julie Damell  
Diane Adams

### FRIENDS OF THE LIBRARY LIAISON

Sean Boyle

Board Chairman and Library Director are Ex-officio members of all Committees and should be notified of all Committee meetings. All Committee Meetings should operate under the provisions of the Open Meetings Act.

**Revised 1/28/2016**